

# ST. JOSEPH'S COLLEGE

NEW YORK

SCHOOL OF ADULT AND  
PROFESSIONAL EDUCATION

2006/2007 CATALOGUE



# ST. JOSEPH'S COLLEGE

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*School of Adult and Professional Education    New York*

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Brooklyn Campus and Brooklyn Extension Sites

2005  
2007

CATALOGUE

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**BROOKLYN CAMPUS**

265 Clinton Avenue  
Brooklyn, New York 11205-3688  
(718) 399-0068

**SUFFOLK CAMPUS**

155 West Roe Boulevard  
Patchogue, New York 11772-2325  
(631) 447-3250

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Notwithstanding anything contained in this catalogue, the College administration expressly reserves the right, where it deems advisable,

1. to change or modify its schedule of tuition and fees, and
2. to withdraw, cancel, reschedule or modify any course, program of study or degree, or any requirement in connection with any of the foregoing.

## NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

It is the policy of St. Joseph's College not to discriminate on the basis of race, color, religion, sex, national or ethnic origin, age, handicap, or marital status in its educational programs, admissions policies, employment policies, financial aid or other school administered programs. This policy is implemented in compliance with all applicable federal, state, and local statutes or regulations. Inquiries regarding this policy should be addressed to Compliance Coordinator, St. Joseph's College, 245 Clinton Avenue, Brooklyn, NY 11205-3688.

# THE COLLEGE

## MISSION AND GOALS OF ST. JOSEPH'S COLLEGE

The mission of St. Joseph's College is to provide a strong academic and value-oriented education at the undergraduate and graduate levels, rooted in a liberal arts tradition that supports provision for career preparation and enhancement. The College aims in this way to prepare each student for a life characterized by integrity, intellectual and spiritual values, social responsibility, and service—a life that is worthy of the College's motto, *Esse non videri*: "To be, not to seem."

Independent and coeducational, St. Joseph's College provides affordable private education that serves a diverse population of academically eligible students.

St. Joseph's College affirms the dignity, freedom, and inherent value of each person. This affirmation is realized through a student-centered environment wherein the faculty's primary commitment is to excellence in teaching. In this open, supportive atmosphere, students are challenged to develop their full potential and are encouraged to acquire a spirit of inquiry and a joy in learning.

To accomplish this mission, St. Joseph's College has established the following goals:

- to offer curricula that foster the knowledge and intellectual skills associated with the liberally educated person;
- to encourage students to develop personal value systems and responsible self-direction;
- to foster committed participation in the local and global communities;
- to help students develop as whole persons by providing individual attention, interactive teaching, and opportunities for active participation in academic and extracurricular programs;
- to prepare students for their careers by offering the necessary professional and pre-professional education;
- to provide for the needs of a diversified student population with varied educational and professional experiences;
- to foster an environment of openness to the exploration and understanding of diverse ideas, traditions, and cultures;
- to support educational programs and services that will contribute to the vitality of the communities served by the Brooklyn and Suffolk Campuses.

## HISTORY

St. Joseph's College for Women, as it was then known, was founded by the Sisters of St. Joseph of Brentwood, in response to the need for a day college for young women. The College received its provisional charter from the Regents of the University of the State of New York on February 24, 1916. From its earliest days, the College articulated its mission in terms of academic quality, value orientation, and career preparation. These values, coupled with the financial support and leadership of the Sisters of St. Joseph, brought early success and the College quickly outgrew its original facilities at 286 Washington Avenue. In 1918 the College moved to its present site at 245 Clinton Avenue, and the first baccalaureate degrees were conferred on twelve graduates on June 17, 1920. The College was accredited in 1928 by the Commission on Higher Education of the Middle States Association of Colleges and Secondary Schools. The Regents granted St. Joseph's College an Absolute Charter in 1929. Reverend William T. Dillon, J.D., Professor of Philosophy, who served as Dean of the College and later its President, guided its growth during the significant years that followed. Having pioneered in the study of Child Development, St. Joseph's opened a laboratory pre-school in 1934.

Sister Vincent Thérèse Tuohy assumed the presidency in 1956. Under her leadership, McEntegart Hall, a multi-functional building housing the library and classrooms, was opened in 1965; the Dillon Child Study Center followed in 1968.

Sister George Aquin O'Connor was elected President and assumed responsibility on July 1, 1969. In 1970, a Charter amendment changed the name to St. Joseph's College, New York and enabled the College to admit the first men students to full matriculation. On February 2, 1971, St. Joseph's College inaugurated an extension program in the collegiate center formerly known as Brentwood College, and moved to develop a degree program in Brentwood oriented to the third and fourth years of college. This Upper Division baccalaureate program opened in September, 1972, and the Board of Regents of the State of New York authorized St. Joseph's College to join C.W. Post Center, L.I.U., in a Coordinate Campus program, the first such pattern adopted in the State. In 1976, this Suffolk County operation was authorized by the Regents to operate as a branch campus of St. Joseph's College. In 1978 St. Joseph's College expanded its operation at the Suffolk Branch Campus to a full four-year program, and in 1979 moved to a new twenty-five acre lake-side campus in Patchogue.

A continuing education program, which over many years had provided courses for adults on a non-matriculated basis, in the early 1970's developed a more clearly defined program for non-traditional and/or career oriented adults interested in earning a degree. In April 1974, the College registered with the New York State Education Department the Bachelor of Science in General Studies. This program and additional programs designed for adult professionals were administered by the Division of General Studies, with courses offered in Brooklyn, at the Suffolk Branch, and at the extension sites.

An upper division Nursing Program was registered by the New York State Education Department in 1986, and received accreditation by the National League for Nursing in 1991.

In 1988, the Callahan Library was constructed at the Suffolk Campus.

In Fall 1994, an accelerated Weekend College, administered by the Division of General Studies, was inaugurated at the Suffolk Campus.

In 1995, the College introduced its first master's program, a Master of Arts in Infant-Toddler Therapeutic Education, at the Suffolk Campus.

In 1997, the Danzi Athletic Center was completed and opened at the Suffolk Campus.

On June 30, 1997, Sister George Aquin O'Connor resigned as president. She was succeeded by Sister Elizabeth A. Hill, M.A., J.D. on July 1, 1997.

In June 1999, the Division of General Studies was renamed the School of Adult and Professional Education; the College of Arts and Sciences became the School of Arts and Sciences.

In September 1999, a Master of Science in Management was introduced at both campuses.

In 2001, the College constructed and opened the Technology and Business Information Center at the Suffolk Campus, and acquired the St. Angela Hall property at the Brooklyn Campus.

In 2002–03, a Master Plan was adopted for the Brooklyn Campus, to be implemented in three phases over a period of ten–fifteen years.

In 2004, an Executive Master of Business Administration was introduced, and in 2005, a Master of Science in Nursing and a Master of Arts in Literacy were registered for both campuses.

## LOCATION

St. Joseph's College has two campuses: the main campus is located in the residential Clinton Hill section of Brooklyn, and the Suffolk branch campus is located in Patchogue, Long Island.

The Main Campus: St. Joseph's College, as an urban college with a campus, offers easy access to all transit lines, to the Long Island Expressway, to all bridges in Brooklyn, Manhattan, and Queens, as well as to the Verrazano-Narrows Bridge to Staten Island. This convenient location brings students from every part of the Greater New York Metropolitan area to the College each day, where they enjoy the freedom of campus life while profiting from the many cultural advantages of New York City. Within the space of one half hour, students leaving St. Joseph's College may find themselves in the Metropolitan Museum of Art, the 42nd Street Library, Carnegie Hall and Lincoln Center, the Broadway theatre district, Madison Square Garden, or Shea Stadium.

The College itself stands in the center of one of the nation's most diversified academic communities, consisting of six colleges and universities within a two-mile radius of each other. St. Joseph's College offers its students easy access to the other colleges and such cultural facilities as the Brooklyn Academy of Music, the Brooklyn Public Library, and the Brooklyn Museum of Art.

The Suffolk Campus: St. Joseph's branch campus is located in Patchogue. The thirty-two acre campus is bounded on the south by West Roe Boulevard and on the north by Sunrise Highway. It is easily accessible from the south shore locations via Southern State, Sunrise Highway (Exit 52), and from central and northern Long Island via Veterans Highway, Patchogue-Holbrook Road, Nichols Road, or Route 112.

## **FACILITIES**

### **BROOKLYN CAMPUS**

#### ***The Administration Building–Tuohy Hall***

Named in memory of a late President of the College, the Administration Building contains student lounges, classrooms, an auditorium, computer facilities, student government offices, the gymnasium, and administrative offices. The chemistry and physics laboratories, and the art studio are on the third floor.

#### ***Burns Hall***

This beautiful Federal-style building contains formal parlors, a formal dining room, a chapel, student lounge and kitchen, and the biology instructional and research laboratories.

#### ***St. Joseph's Hall***

This five story building houses the Office of Institutional Advancement, the Alumni Office, several academic department offices, and the Psychology Laboratory. A beautiful garden, located behind 256, provides space for alumni reunions, student gatherings, and receptions.

#### ***Lorenzo Hall***

Lorenzo Hall, located at 265 Clinton Avenue, houses the administrative offices of the School of Adult and Professional Education.

#### ***McEntegart Hall***

McEntegart Hall is a fully air conditioned five-level structure. Three spacious reading areas with a capacity for 300 readers, including individual study carrels and shelf space for 200,000 volumes, provide an excellent environment for research. In addition, McEntegart Hall houses the college archives, a curriculum library, three computer laboratories, the Library Instructional Technology Center, the Writing Center, a nursing education laboratory, and a video conference room. There are eight classrooms, a chapel, cafeteria, and faculty and student lounges. The library collection includes more than 109,000 volumes and 400 periodical titles in addition to videos, DVDs, and other instructional aids. Patrons have access to the Internet and to numerous full-text electronic databases. A fully automated and integrated library system, Endeavor, insures efficient retrieval and management of library resources in the Brooklyn and Patchogue libraries. Membership in ALB (Academic Libraries of Brooklyn) and METRO gives students access to libraries throughout the city and provides resource sharing on a regional basis. Full membership in the international bibliographic utility, OCLC, allows limitless access to all types of resources.

#### ***St. Angela Hall***

This former elementary and high school was acquired in 2001 and contains 16 classrooms, the ACES Center, the Office of Campus Ministry, some faculty offices, an auditorium, conference room and lounge.

### ***Computer Facilities***

A high-speed fiber optic intra-campus network connects all offices, instructional facilities, computer laboratories and libraries on both the Brooklyn and Patchogue campuses. The network provides Internet access to all students, faculty and staff.

An integrated online library system enables students to search for and check out books at either campus. Online databases and other electronic resources are available to students from either campus, or from their home computers.

Two wireless laptop classrooms with "smart classroom" features provide flexible instruction spaces with the latest technologies. Videoconferencing facilities connect the two campuses, allowing for real-time distance learning in a small group setting.

### ***Dillon Child Study Center***

This Center, an enduring memorial to Monsignor William T. Dillon, late President of the College and founder of the Child Study Department and its Laboratory Preschool, opened in 1968.

The first floor of the Dillon Center contains the offices of the Director, the school nurse, staff offices and a conference room. The Center's preschool inclusion class with observation room and a multi-purpose room are also located on the first floor. Two preschool classrooms and Kindergarten room, each with its own observation booth, are located on the second floor, as well as staff offices with additional rooms for therapy, computer and library resources.

These facilities make possible increased service to the community. Local public and private schools send children to St. Joseph's for testing and consultation.

The Center provides for an enrollment of approximately 100 preschool children. The Center also facilitates the growth of auxiliary programs and inter-institutional cooperation with nursing schools, colleges, and other educational agencies.

### ***The Outdoor Theatre***

Overlooking the Mall is the Molloy Memorial Outdoor Theatre, site of the commencement ceremonies.

## **SUFFOLK CAMPUS**

The main building which was named O'Connor Hall in 1997 in honor of S. George Aquin O'Connor, contains:

Administrative and Faculty Offices	Local History Center
Classrooms and Computer Centers	Faculty and Student Lounges
Biology, Chemistry, Physics and	Offices for Counseling
Psychology Laboratories	Cafeteria
Nursing Dept. Laboratory	Auditorium and Chapel
Art Studios and Music Room	

The Callahan Library at the Suffolk Campus is a modern 25,000 sq. ft., free-standing facility with seating for more than 300 readers. A curriculum library, seminar rooms, administrative offices, and two classrooms are



housed in this building. Holdings include over 105,000 volumes, 307 periodical titles, and are supplemented by videos and other instructional aids. Patrons have access to the Internet and to several online academic databases. A fully automated library system, Endeavor, ensures the efficient retrieval and management of all library resources.

Off-campus resources include the Library at St. Joseph's Brooklyn Campus with over 109,000 volumes and membership in the Long Island Library Resources Council. This facilitates cooperative associations with the academic and special libraries on Long Island. Internet access, subscriptions to several online full-text databases and membership in the international bibliographic utility, OCLC, allow almost limitless access to available information. The hours of library service are adjusted to student need and are posted in the lobby.

The new Business and Technology Center, opened in Fall 2002, contains over 150 state of the art computer workstations and flat monitors. "Smart classroom" technologies have been installed in every new classroom and computer lab. A wireless "model classroom" offers emerging technologies in a flexible classroom environment. Videoconferencing facilities connect the two campuses, allowing for real-time distance learning in a small group setting.

A high speed fiber optic intra-campus network connects all offices, instructional facilities, computer laboratories and libraries on both the Brooklyn and Patchogue campuses. The network provides Internet access to all students, faculty and staff.

An integrated online library system enables students to search for and check out books at either campus. Online databases and other electronic resources are available to students from either campus, or from their home computers.

The Clare Rose Repertory Theatre is an integral part of the development of St. Joseph's College and serves as a major teaching facility for the College's theatre courses, as well as the performance space for the College and local theatre productions.

A multi-story Academic Center has been created in the area formerly used as a gymnasium. This building contains eight classrooms, student lounges and office space, and a large meeting room.

The John A. Danzi Recreation/Fitness Center opened in Spring 1997. It includes a competition size swimming pool, aerobics studio, strength training room, fitness room, 12,000 square foot gymnasium and an elevated track.

In addition, the Campus features athletic fields, and parking facilities for 900 cars. This beautiful suburban setting provides a unique background for a satisfying intellectual, social, and extra-curricular collegiate experience.

## ACCREDITATION AND MEMBERSHIPS

### **Accreditation**

The College is accredited by the following:

Middle States Commission on Higher Education  
3624 Market Street  
Philadelphia, PA 19104  
(267) 284-5000

The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

The National League for Nursing Accrediting Commission  
61 Broadway  
New York, New York 10006  
(212) 363-5555 or (800) 669-1656

The College's teacher education programs (Early Childhood, Childhood, Early Childhood: Disabilities, Childhood: Disabilities, Infant/Toddler Early Childhood Special Education; and Adolescence Education: Biology, English, Mathematics, Social Studies, and Spanish) are accredited by the New York State Board of Regents (RATE).

New York State Education Department  
5N Mezzanine, Education Building  
89 Washington Avenue  
Albany, New York 12234  
(518) 474-2593

The College's programs are registered with the  
New York State Education Department  
Office of Higher Education and the Professions  
Cultural Education Center, Room 5B28  
Albany, New York 12230  
(518) 474-5851

The College's programs are approved by the  
New York State Education Department for the training of veterans

### **Membership**

The College is a member of many associations, including the following:

American Council on Education  
Association of American Colleges and Universities  
College Entrance Examination Board  
Commission on Independent Colleges and Universities, State of  
New York  
Council For Adult and Experiential Learning  
Long Island Regional Advisory Council on Higher Education  
National Association of College and University Business Officers  
National League for Nursing

## ACADEMIC CALENDAR

Classes for the academic year 2005-2006 will begin on September 6, and for 2006-2007, classes will begin on September 5. To accommodate the needs of the adult population, courses are scheduled in varying patterns – days, evenings, and weekends – including fourteen weekday sessions, and six-week and twelve-week sessions. These are available for Fall and Spring semesters, with a variation of the pattern during the Summer and for the Suffolk Campus Weekend College Trimester Program. Students should consult the schedule of classes each semester for specific class meeting times and dates.

# ADMISSIONS AND FINANCES

It is the policy of St. Joseph's College not to discriminate on the basis of race, color, religion, sex, national and ethnic origin, age, handicap, or marital status in its educational programs, admission policies, employment policies, financial aid, or other school administered programs. This policy is implemented in compliance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973.

## ADMISSION REQUIREMENTS

An applicant wishing to pursue an undergraduate degree or certificate program within the School of Adult and Professional Education must be an adult with a high school diploma or its equivalent and be deemed capable of completing the requirements for the degree or certificate. In addition to having met the general admission requirements of the School, students typically have postsecondary education and training and have acquired, through experience, the skills and knowledge appropriate to the degree or certificate. Exceptions to this are made with the approval of the Dean. Additional requirements for majors and certificate programs are indicated in the ***Curricular Offerings*** section of the catalogue.

## APPLICATION PROCEDURE

The application procedure for undergraduate degrees and certificates offered through the School of Adult and Professional Education (other than the Bachelor of Science with a major in Nursing) begins when the applicant submits evidence of the high school diploma or equivalent and meets with a School admission counselor at either the Brooklyn or Suffolk Campus. During this meeting, the applicant will discuss the program with the counselor and complete an application form.

As part of the admission procedure, the applicant will complete a brief writing exercise at the College and have it evaluated by a writing instructor. Based on the applicant's prior training and experience, the applicant's writing ability, and the admission interview, the counselor may make the decision regarding admittance to a degree or certificate program. The counselor may also help the applicant plan a program suitable to the educational needs and goals of the applicant. (See Curricular Offerings for additional requirements and procedures for admission to major and certificate programs.)

An applicant may be provisionally accepted pending receipt of official records of prior education. Such a person may enroll in up to 18 credit hours of coursework. Only after all official records have been received and evaluated will the admission process be complete and the student fully admitted.

When evidence of a high school diploma or its equivalent does not appear on transfer credit documentation, it will be necessary for the student to submit such evidence in order to be fully admitted.

New York State Law requires college students born on or after January 1, 1957, to be immunized against measles, mumps, and rubella. Consult the admission counselor for details.

### ***Conditional Acceptance***

An applicant who has satisfied the requirements for admission and is deemed capable of college-level coursework but needs academic skill development is accepted on a "conditional" basis. A person in this category is permitted to register for no more than 12 hours of coursework, to be specified by the admission counselor. Upon satisfactory completion of the specified courses, the student will meet with an advisor to plan additional coursework as determined by that advisor (not applicable to Nursing majors).

### ***Non-Matriculated Status***

A person may opt to enroll in a limited number of courses for personal or professional enrichment as a non-matriculated student and may accumulate as many as 18 credits. The student may not take additional courses unless he/she applies and is accepted for matriculation. The person seeking to enroll in this category will be subject to the application requirements and procedures described above.

An applicant who has not submitted sufficient material to be provisionally admitted may enroll on a Restricted Non-Matriculated basis. No more than two courses may be taken while in this category, neither of which may be an English writing course. An applicant can only be in this category for one semester.

## INTERNATIONAL STUDENTS

Registration at St. Joseph's College is contingent upon admission to the college and acquisition of a valid student visa (F-1) from the United States Immigration and Naturalization Service. For further information contact the Office of International Student Services at (718) 399-2749.

## PRIOR LEARNING ASSESSMENT

St. Joseph's College recognizes that adults beginning the baccalaureate degree oftentimes bring with them knowledge and skills acquired through a variety of modes. Prior Learning Assessment is an overarching concept that affords students the opportunity to earn credit for their prior college-level learning. Within the School of Adult and Professional Education, the awarding of credit for this prior learning is determined through the following:

### ***Collegiate Coursework***

The School of Adult and Professional Education provides for the transfer of up to 96 credit hours from accredited four-year collegiate institutions, and up to 82 credit hours from accredited, community or junior colleges.

The School also provides for the transfer of up to 60 credit hours from selected New York State Education Department-approved, associate degree granting proprietary institutions.

See also the transfer credit policy affecting the Bachelor of Science with a major in Nursing.

### ***College Proficiency Examinations***

Matriculated students within the School of Adult and Professional Education may apply for credit or placement for the equivalent of St. Joseph's College courses on the basis of their successful completion of examinations sponsored by:

1. CLEP—The College Board's College-Level Examination Program
2. REGENTS COLLEGE EXAMINATIONS—The New York State Education Department's Regents College Examinations.
3. DANTES—Defense Activity for Non-Traditional Education Support. (Not applicable to Bachelor of Science with a major in Nursing students.)

Students who wish credit or placement on the basis of any of these examinations should have a copy of their scores forwarded from the sponsoring agency to the Registrar of the School of Adult and Professional Education of St. Joseph's College. When a decision has been reached, the student will receive written confirmation of the credit or placement granted. For information on other proficiency examinations, consult an advisor or the Prior Experiential Learning Assessment Coordinator.

### ***Non-Collegiate Sponsored Instruction***

The decision to accept credit toward the baccalaureate degree for work completed in settings other than approved collegiate institutions is done on an individual basis.

1. The School provides for the transfer of credits for individuals who have completed New York State recognized professional training programs, where such programs are at the collegiate level.
2. The School provides for the awarding of college credit as per the Guide to the Evaluation of Educational Experience in the Armed Service, the Directory of the National Program on Non-Collegiate Sponsored Instruction, and the National Guide to Educational Credit for Training Programs.
3. Awarding of credit for non-collegiate sponsored instruction does not extend to the Bachelor of Science with a major in Nursing.

### ***General Limitations on Prior Learning Credit***

1. The School does not accept prior learning credit earned from duplicative coursework or proficiencies.
2. Credit earned in remedial coursework or at a pre-collegiate level is not accepted for prior learning credit.
3. Prior learning credit is accepted but not computed in the grade-point average.
4. Inactive students who have not had a prior learning transfer evaluation will be subject to the policies in force at the time of their readmission.
5. St. Joseph's College reserves the right to accept credit, including credit earned at the College by non-matriculated students, in a way best calculated to preserve the integrity of its own degree.

### ***Procedure for Requesting Prior Learning Credit***

Students wishing to receive credit for prior learning should contact an advisor to find out which prior learning documentation is necessary; e.g., official transcripts, college proficiency test results, copies of military training records (DD form 214 and in-service training records), copies of professional certificates, etc. Official copies of the relevant documents must be sent directly from the institutions/agencies to the St. Joseph's College campus where students made initial application.

Prior Learning/transfer credit evaluations are typically not made until after students submit an application and are admitted at least provisionally.

See also the transfer credit request procedure for the Bachelor of Science with a major in Nursing.

## ***Prior Experiential Learning Assessment***

The School of Adult and Professional Education students, except for Nursing majors, with extensive and varied experiential learning may participate in the Prior Experiential Learning Assessment (P.E.L.A.) Program, which gives students the opportunity to apply for credit for their prior experiential learning. Validated learning, not the experience alone, is the basis for awarding credit. It should be noted that the School of Adult and Professional Education does not award credit for "having lived," but rather for having mastered - through professional, creative, volunteer, or other experience - knowledge and skills that are deemed to be at the college level and are applicable in the context of the student's degree program.

Prior to participating in the P.E.L.A. Program, students must be fully matriculated, have satisfactorily completed ENG 103 Writing for Effective Communication, and have earned 36 credits toward their program at St. Joseph's or elsewhere. Effective for students admitted (or re-admitted) Spring 1997 or later, a 2.5 cumulative index in coursework completed at St. Joseph's will be required to register for GS 110 Portfolio and Career Development Seminar. Students must take GS 110 before their last semester.

To register for this Pass/No Credit Seminar, students must meet with a P.E.L.A. advisor and obtain written approval. (The P.E.L.A. Coordinator reserves the right to limit students' programs during the semester in which the students are enrolled in the Seminar.) The Seminar is a mentored course designed to facilitate the assessment of prior experiential learning for the purpose of developing an experiential learning portfolio. In part, the Seminar consists of individualized exercises designed to identify acquired skills and knowledge, and culminates in presenting these as college-credit worthy, relating these to the student's degree program and career goals.

Credit earned through the P.E.L.A. Program is applicable to the major (as explained below), liberal arts, and elective portion of the curriculum. With regard to the Bachelor of Science degrees in Community Health and Human Services and in Health Administration, P.E.L.A. credit can be used to satisfy the Major Electives; for the Bachelor of Science in Organizational Management, P.E.L.A. credit can be applied to Elective Business Courses. Credits awarded through the P.E.L.A. Program are not applicable to the prescribed minimum of 21 credits of coursework toward the major that must be taken at St. Joseph's College. The maximum P.E.L.A. credit award is 27 credit hours.

An integral part of the Seminar is the validation process, which consists of assembling all relevant documents into a prior experiential learning portfolio under the supervision of a qualified mentor. Portfolios are evaluated by faculty members, and a credit award is made by the P.E.L.A. Evaluation Committee taking into consideration content, competence level, college-credit appropriateness, and applicability to the student's degree program. Notification of the credit award is sent to the students by the Registrar prior to the conclusion of the next regular semester. At the time credit awards are made, students' records will be updated to reflect the addition of credits.



Since students applying for P.E.L.A. credit work closely under the tutelage of a mentor well versed in prior experiential learning assessment, the likelihood of an appeal for reconsideration of the credit award is greatly reduced. In the event, however, that such a request is made, the P.E.L.A. Coordinator will review the portfolio in consultation with the appropriate department representative.

Students seeking P.E.L.A. credit are required to take the Portfolio and Career Development Seminar at the prevailing per credit charge. In addition, students are required to cover the cost associated with the evaluation of their portfolios; students will be billed the P.E.L.A. evaluation fee at the time of registration for GS 110. (See Statement of Costs.) Since the P.E.L.A. Program is distinct from the Proficiency Examination option of Prior Learning Assessment, students are obligated to pay all expenses related to proficiency examinations, independent of the P.E.L.A. evaluation fee.

**St. Joseph's College**  
School of Adult and Professional Education  
Brooklyn Campus and Brooklyn Campus Extension Sites

STATEMENT OF COSTS FOR ACADEMIC YEAR 2005–2006  
A remittance of \$25 is payable when the application for admission is filed.  
The application fee is a service fee and is in no case returnable.

***Undergraduate Tuition and Fees***

**PART-TIME STUDENTS (11 credits or fewer)**

Tuition (Effective Summer)	\$382 per credit
College fee	
1 to 7 credits	\$13 per credit
8 to 11 credits	\$96 per semester
Mandated accident insurance	\$6 per semester
Technology fee	
1 to 7 credits	\$40 per semester
8 to 11 credits	\$75 per semester

**FULL-TIME STUDENTS (12 credits or more-see *flat-rate* for restrictions)**

Tuition (Effective Summer)	\$11,854 per year
College fee	\$125 per semester
Mandated accident insurance	\$6 per semester
Technology fee	\$75 per semester

**NON-MATRICULATED STUDENTS**

See Part-time or Full-time above.

Total tuition charges and fees must be paid at registration.

***Continued on next page***

## **Special Fees**

Laboratory fee	\$20-150 per course
(Art, Bio., Chem., Nursing: consult office for specific fee)	
Graduation fee (not including cap and gown)	\$125
Certificate fee (per certificate at completion)	\$10
Late registration fee	\$25
Make-up examination fee	\$25
Make-up examination late fee	\$10
Change of program fee (each form)	\$20
Transcript fee	\$5
Identification card fee	\$5
Fee for checks returned by bank	\$25
Prior Experiential Learning Assessment evaluation fee	\$250
Materials fee (GS 400)	\$45

Note: In addition to the \$25.00 non-refundable application fee, students must make a non-refundable tuition deposit at the time of registration. For full-time students a fee of \$205 is due, and for part-time students a fee of \$80 is due. (These amounts include a \$5.00 I.D. card fee.)

## **TUITION POLICY**

Students accepted for admission must make a tuition deposit at the time of registration. Full time students (12 or more credits semester, 9 or more credits trimester) pay \$205; part-time students pay \$80. (These amounts include a \$5.00 I.D. Card Fee.) The deposit is not refundable, but it will be credited toward the first term's tuition. In certain instances, the non-refundable tuition deposit paid by a first semester student may be applied to the next semester.

A student's bill for tuition and fees is based on the number of credits for which a student intends to register, less applicable Financial Aid, Grants, or Scholarships for that semester. Scholarships or Student Aid may only be subtracted if all related applications and other information have been submitted on a timely basis. Payment of the remaining balance constitutes "Clearance" by the Business Office.

Bills for the semester must be cleared by the Business Office before students may attend class. Students who do not receive financial clearance from the Business Office will not be officially registered at the College for that semester. Students may not enroll for a successive semester until their accounts have been completely satisfied.

St. Joseph's College makes available several tuition financing options through tuition deferment programs. The two monthly budgeting programs the College offers are The Tuition Management System and Academic Management Services. Basically, these programs are designed to afford students the opportunity to pay their educational expenses in monthly installments. Students may elect to contract with either of these services for a nominal initial participation fee prior to or at the beginning of each new academic year. Students interested in either of the two plans may obtain brochures and applications in the Business Office. Additional information may be received by calling AMS at 1(800) 635-0120 and The Tuition Plan at 1(800) 722-4867.

Students who are unable to pay what is owed by the first day of class (other than those who are enrolled with either the Tuition Management System or Academic Management Services) will have their account automatically default to St. Joseph's College Tuition Extension Agreement. Unlike the other two deferment programs, under the St. Joseph's College Tuition Agreement, a finance charge will be assessed.

Questions regarding the College's tuition policy should be addressed to the Bursar (Brooklyn Campus at (718) 636-6881 or Suffolk Campus at (631) 447-3270).

**Students who fail to comply with these regulations will be subject to suspension until the requirements are met.**

**SEMESTER FLAT-RATE:** The flat-rate for tuition covers 33 credits per academic year. In this way, the College's requirement of 128 credits can be achieved in eight terms. Full-time students—those taking at least 12 credits—are charged the flat rate. (See Statement of Costs for Academic Year.) *Intersession and Summer session courses are not included within the flat-rate tuition.* **Full-time students who take more than 33 credits per academic year will be charged for each additional credit. Up to 18 of the 33 credits may be taken in one semester without an additional charge.**

**TRIMESTER FLAT-RATE:** The flat-rate tuition will be charged to trimester students taking 12 to 15 credits per trimester. Once the session has begun, flat-rate students who change their programs to less than 12 credits will continue to be responsible for the flat-rate tuition charge (as opposed to the per-credit rate.) Those trimester students who take more than 15 credits per trimester will be charged for each additional credit at the per credit rate. *Intersession courses are not included within the flat-rate tuition and must be paid for per credit.*

**PER CREDIT:** Students taking fewer than 12 credits per semester/trimester are charged the per credit rate.

Neither a transcript nor a diploma will be issued until all financial obligations have been settled. The College reserves the right to alter tuition charges and fees when such changes become necessary.

#### WITHDRAWAL FROM A COURSE OR FROM THE COLLEGE: TUITION REFUNDS

Full-time students who receive permission to withdraw from a single course are not entitled to a refund, unless the withdrawal involves extra credits, paid for by the point. In such cases, the student may ask for a refund of the extra tuition within the first four weeks of the term. Once the session has begun, flat-rate students who change their programs to less than 12 credits will continue to be responsible for the flat-rate tuition charge (as opposed to the per-credit rate.) Part-time students who withdraw from a course may also apply for a refund.

Withdrawal from the College may entitle a student to a refund of tuition, but not of fees. The date of withdrawal is considered when calculating refunds. Tuition liability is based on the date the change of program form is received by the Registrar.

The percentage of refund will be determined according to the following schedule:

## Weekday and Twelve-week Classes

<b>Withdrawal Effective</b>	<b>% of Refund</b>
Prior to First Class Meeting	100%
After First and After Second Class Meeting	
Class Meeting	80%
After Third Class Meeting	60%
After Fourth Class Meeting	40%
After Fifth Class Meeting	20%
After Sixth Class Meeting	0%

### Six-Week Sessions

Prior to First Class Meeting	100%
After First Class Meeting	80%
After Second Class Meeting	40%
After Third Class Meeting	0%

### Weekend College Trimester Classes

Prior to First Class Meeting	100%
Before Second Weekend	80%
Before Third Weekend	40%
After Third Weekend	0%

The rate of refund for any unique class scheduling configuration is prorated according to the above refund schedule.

This schedule does not apply to the tuition deposit required of first time students. This deposit is not refundable. In the absence of written notification, the date of withdrawal is determined by the Dean.

Refunds of financial aid awards, student loans, etc., are not refundable until the actual funds have been received by the College and the student's eligibility for the funds has been determined.

Federal Title IV recipients should see the Return of Title IV Funds Section of this catalogue.

A refund will not be granted to a student who is dismissed or who withdraws while under disciplinary action.

A student who feels that his/her individual circumstances warrant an exception to the College's refund policy may submit a written appeal for special consideration to the Controller, Ms. Georgeann Kelly. The Controller's decision is subject to appeal to the Chief Financial Officer, Mr. John C. Roth.

In order to initiate a request for a refund, a student must complete a Refund Application Form at the Business Office, or apply by mailing a written request bearing the student's signature to the Business Office after the fifth (5) calendar week into the semester.

It is necessary to allow for a minimum of 10 business days for processing the refund application and for preparing the refund check which may be picked up at the Business Office or, upon request, may be mailed to the student.

## AWARDING OF DEGREES AND GRADUATION

Graduation exercises are held annually in June. *Although degrees are granted three times a year (August, January, June), diplomas are distributed only once a year at the June commencement.* Students who expect to satisfy the requirements for the B.S. degree by the June commencement date must file an application for graduation by the previous October 15th.

Students who require proof of graduation prior to commencement may request a letter of completion and/or transcript from the Registrar.

All students filing for graduation must have a total of 128 credits, at least 60 of which must be in the liberal arts.

Students who miss the deadline for graduation application will not receive diplomas until two months after the date of graduation. No diplomas will be mailed.

Where it appears that a student who is applying for graduation is requesting a change of major in order to graduate at an earlier date and where it appears that the student intends to complete another major at St. Joseph's College, the Dean - in consultation with the appropriate department chairpersons - reserves the right to deny the request.

Graduates who are taking the sixth session (VI) of the six week courses cannot be recognized for honors at commencement, but will receive honors after their last grades are submitted.

Any change in program stated on the graduation application must be brought to the attention of the Registrar.

Students will be required to pay for all coursework required for graduation, even if this should exceed 128 credits. In those instances where this credit in excess of 128 would result in a student's being required to pay flat rate tuition, the Registrar may offer the student the option of doing a 1 or 2 credit independent study, thereby keeping the credit load under 12 and the tuition rate at the per credit basis. This applies only to the unrestricted elective portion of the program, not to any coursework required for the degree or certificate.

## FINANCIAL AID

### ***Application Instructions***

Matriculating students (B.S. Degree; Certificate in Management; Certificate in Alcoholism and Addictions Counseling; Certificate in Criminology/Criminal Justice) may apply for financial aid. Consideration for financial aid from St. Joseph's College is dependent upon making application and receiving official notification of acceptance into the College.

To be considered for financial aid from government or College sources the student should follow these procedures ***each year***:

1. Complete the U.S. Department of Education Application for Federal Aid (FAFSA) designating St. Joseph's College, NY, as recipient.  
www.fafsa.ed.gov  
Brooklyn Campus – USDE Code 002825  
Suffolk Campus – USDE Code E00505
2. Complete New York State Tuition Assistance Program TAP Application for full-time students. Part-time students should complete the NYS Aid for Part-time Study (APTS) Application.  
Brooklyn Campus – NYS Code 0755  
Suffolk Campus – NYS Code 0758–Semester Students  
NYS Code 0762–Trimester/Weekend Students
3. Complete the SJC Financial Aid Application.

4. Verify parent/student/spouse incomes by providing signed copies of federal/state tax returns to the Financial Aid Office. Complete any other verification requirements as requested.
5. Priority for certain financial aid programs will be given to students who adhere to recommended filing dates:

**Brooklyn and Suffolk Semester Students**

Fall entering new students	February 25
Fall entering transfer students	March 15
Continuing students	April 30
Spring entering students (new and transfers)	November 1

**Suffolk only – Trimester/Weekend Students**

Summer entering students	February 25
Fall entering students	March 15
Continuing students	April 1
Spring entering students	November 1

***Student Aid Recipients: Rights and Responsibilities***

Students who receive financial aid are responsible for finding out the number of credits they must carry/complete each term and the academic standards they must meet and maintain to be eligible for these programs. Students are expected to maintain satisfactory academic progress and be making normal progress toward the completion of degree requirements. Federal financial aid recipients and College financial aid recipients should consult the Academic Standing section of the St. Joseph's College catalogue. New York State financial aid recipients should consult the NYS financial assistance section of the St. Joseph's College catalogue.

Students who receive any federal or state educational funds must attest that the use of these funds will be for education and educationally-related expenses. It is the student's responsibility to notify the Financial Aid Office, in writing, of the amounts and sources of any outside aid the student might receive (i.e., tuition reimbursement, private scholarship, etc.). Eligibility for various programs may be affected by a student's previous loan default and/or repayment owed to Pell Grant, SEOG, etc. If a student is convicted of any offense involving the possession or sale of a controlled substance, eligibility for Title IV Aid will be affected.

Any student may request and receive an explanation of how his/her financial aid or refusal of it was determined. Most financial aid awards are based upon financial need as determined by need analysis methodology (Federal Methodology). There is, however, a distinction between eligibility for financial aid and availability of funds. Federal regulations mandate that the neediest students have priority for Federal financial aid.

***Return of Title IV Funds (Federal Funds)***

Students who withdraw from the College may have to return a portion of their financial aid. This includes students who receive financial aid for personal expenses and who withdraw during the semester.

Calculation of Title IV assistance earned: To calculate the amount of Title IV assistance earned by a student, the school must first determine the per-

centage of Title IV assistance the student earned. Up through the 60 percent point in time, the percentage of assistance earned is equal to the percentage of the payment period of enrollment for which it was awarded that was completed as of the day the student withdrew. If the student withdrawal occurs after the 60 percent point, then the percentage is 100 percent. That earned percentage is applied to the total amount of Title IV grant and loan assistance that was disbursed (and that could have been disbursed) to the student, or on the student's behalf, for the payment period or period of enrollment for which it was awarded as of the day the student withdrew.

Excess funds returned by the school or student are credited to outstanding Title IV loan balances for the student or made on the student's behalf for which a return of funds is required. Excess funds must be credited to outstanding balances in the following order: Unsubsidized FFEL loans, Subsidized FFEL loans, Federal Perkins loans, FFEL PLUS loans. If excess funds remain after repaying all outstanding loan amounts, then the remaining amount is credited to grant programs in the following order: Federal Pell Grants, Federal SEOG, other Title IV assistance for which a return of funds is required.

### ***Student Expense***

In order to aid in financial planning, the Financial Aid Office has provided the following table of estimated costs at St. Joseph's College. All costs subject to change.



St. Joseph's College  
 School of Adult and Professional Education  
 Brooklyn Campus and Brooklyn Campus Extension Sites  
 2005–2006  
 Annual Student Budget

**Semester Students**

**FULL-TIME STUDENTS (12 credits or more-see *flat-rate*)**

Tuition	\$5,927	per semester
College Fee	\$125	per semester
Mandated Accident Insurance	\$6	per semester
Technology fee	\$75	per semester

**PART-TIME STUDENTS**

Tuition	\$382	per credit
College Fee		
1 to 7 credits	\$13	per credit
8 to 11 credits	\$96	per semester
Mandated Accident Insurance	\$6	per semester
Technology fee		
1 to 7 credits	\$40	per semester
8 to 11 credits	\$75	per semester

*Typical Commuter Dependent Student Budget*

"Living at Home"	\$2,000
Books and Supplies	\$1,000
Personal Expenses	\$600
Transportation	\$1,000

*Typical Commuter Independent Student Budget*

"Living at Home"	\$5,010
Books and Supplies	\$1,000
Personal Expenses	\$600
Transportation	\$1,000

## ***St. Joseph's College Financial Aid Programs***

### ***School of Adult and Professional Education Grants***

St. Joseph's College offers a limited number of partial-tuition grants to full-time, matriculated, School of Adult and Professional Education students. Grant amounts vary according to financial need and available funds. Award determination is made by the Financial Aid Office. Priority will be given to students who adhere to filing dates. Yearly application is required.

### ***School of Adult and Professional Education Transfer Scholarships***

St. Joseph's College offers a limited number of partial-tuition transfer scholarships to entering matriculated School of Adult and Professional Education students. Entering transfer students with a completed Associate's degree from selected programs will be considered. Certain conditions apply. Consult a School of Adult and Professional Education Admission Counselor.

In order to receive tuition credit, scholarship recipients are required to file for financial aid each year as soon as appropriate forms are available.

### ***St. Joseph's College NYPD, FDNY and NYCDOC Personnel Grants***

St. Joseph's College will award grants to personnel and civilian office staff of the New York City Police Department, the Fire Department of the City of New York and the New York City Department of Correction. Consult an Admission Counselor for description and procedures.

In order to receive tuition credit, grant recipients are required to file for financial aid each year as soon as appropriate forms are available.

### ***St. Joseph's College Registered Professional Nurses Grant***

This grant has been developed for licensed registered professional nurses in the United States who are pursuing a bachelor's degree at St. Joseph's College but who do not receive full tuition reimbursement from their employers. Consult an Admission Counselor for description and procedures.

In order to receive tuition credit, grant recipients are required to file for financial aid each year as soon as appropriate forms are available.

### ***St. Joseph's College Alumni Scholarships***

St. Joseph's College Alumni Association offers scholarships to sons and daughters of alumni. If funding permits, other relatives of alumni are considered. Awards are based on achievement and/or financial need. Students wishing to apply must file an Application for Alumni Scholarship before March 1. Contact the Director of Alumni Relations, St. Joseph's College, 245 Clinton Avenue, Brooklyn, New York 11205 for an application.

## ***New York State Financial Assistance***

### ***Tuition Assistance Program (TAP)***

Full-time matriculated students who have been residents of New York State for a year may be eligible to receive tuition assistance of up to \$5,000 per year (currently) depending upon the family's net taxable income, the number of full-time college students in the family, eligibility for varying schedules, and New York State funding.

### *Aid for Part-Time Study (APTS)*

Part-time matriculated students who have been residents of New York State for a year may apply for this grant program. APTS applications are available in the Financial Aid Office.

### *New York State Scholarships for Academic Excellence*

NYS scholarships designed to recognize high school achievement. Students may request information from the high school guidance office.

### *Child of Veteran Award*

Applications may be obtained from high school guidance counselors or by writing to the NYS Higher Education Services Corporation. The award is \$450 per year.

### *Child of Deceased Police Officers or Firefighters Award*

Applications may be requested from the NYS Higher Education Services Corporation. The award is \$450 per year.

***Information on all the above may be obtained by writing to the New York State Higher Education Services Corporation, Albany, New York 12255 or [www.hesc.org](http://www.hesc.org)***

### ***Satisfactory Progress Requirements for New York State Aid Recipients***

St. Joseph's College must comply with regulations issued by the NYS Commissioner of Education concerning a student's academic standing and receipt of NYS aid.

Good academic standing for NYS aid consists of two elements:

- (1) Pursuit of program - a requirement that a student complete 50% of a full-time program each term in his/her first year of NYS aid; 75% of a full-time program each term in the second year of NYS aid; and 100% of a full-time program each term in the third and fourth years of NYS aid. The same percentages apply to students receiving Aid-for-Part-Time-Study (APTS).
- (2) Satisfactory academic progress - a requirement that a student accumulate a specified number of credits and achieve a specified cumulative grade point average each term. The chart that follows is for full-time students. Requirements for part-time students are pro-rated.

#### *Semester Students*

Before being certified for this payment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th**	10th**
A student must have accrued at least this many credits	0	3	9	21	33	45	60	75	90	105
With at least this grade point average	0	1.00	1.20	1.30	2.0	2.0	2.0	2.0	2.0	2.0

**\*\*NOTE:** Only students in five-year programs, approved pursuant to Section 145-2.7 of the Regulations, are eligible for more than eight semesters of undergraduate awards.

### *Weekend College Trimester Students*

Before being certified for this payment	1st	2nd	3rd	4th	5th	6th	7th	8th
A student must have accrued at least this many credits	0	3	6	12	18	24	33	42
With at least this grade point average	0	.5	1.0	1.2	1.3	1.3	2.0	2.0
Before being certified for this payment	9th	10th	11th	12th	13th**	14th**	15th**	
A student must have accrued at least this many credits	51	60	70	80	90	100	110	
With at least this grade point average	2.0	2.0	2.0	2.0	2.0	2.0	2.0	

**\*\*NOTE:** Only students in five-year programs, approved pursuant to Section 145-2.7 of the Regulations, are eligible for more than four years of undergraduate awards.

Students must meet both (1) the program pursuit requirements and (2) the satisfactory academic progress requirements in each term of payment in order to continue NYS aid eligibility. Students not complying with the above standards will have their eligibility re-established only after evidencing ability to complete successfully an approved program.

In extraordinary circumstances, a student may be granted a waiver of program pursuit and/or satisfactory progress requirements. This is available only once during a student's entire undergraduate career. For information about the process of filing for a waiver, please contact the Registrar. The Academic Dean reserves the right to grant or withhold the waiver.

Students should note that these Satisfactory Progress Requirements are for the purpose of New York State Financial aid eligibility only.

#### *Individuals with Disabilities*

Students who suffer from a chronic illness, emotional problem, or who are physically disabled may be eligible for a grant which would help cover tuition and book fees. Contact the Office of Vocational and Educational Services for Individuals with Disabilities, New York State Education Department, Albany, New York 12230.

#### *New York State Post Secondary Education Fund for Native American Students*

Further information is available from Native American Education Unit, New York State Education Department, Albany, New York 12230.

## ***Federal Programs***

### ***Federal Pell Grants***

Pell Grants are awards to help undergraduates pay for their education after high school. Eligibility is determined by a standard formula, revised and approved every year by Congress, to evaluate the information reported when applying for a Pell Grant. The maximum award for 2005–2006 academic year is \$4,050.

### ***Federal Family Education Loan Program Stafford Loans***

A Stafford Loan is a low-interest loan (variable interest rate) made to students by a lender such as a bank to help a student pay for education after high school. Stafford Loan annual limits are \$2,625 for first-year students, \$3,500 for second year students, and \$5,500 per year for undergraduates who have completed two years.

Applicants must complete the FAFSA and a Federal Stafford Loan Application for Federal Stafford Loans, whether subsidized or unsubsidized. Based on the student's financial need and the amount he/she wants to borrow, it is possible for a student to receive a Federal Stafford Loan that is totally subsidized, partially subsidized, or totally unsubsidized.

Additional unsubsidized Federal Stafford Loan funds are also currently available for independent students up to a maximum annual loan of \$4,000 for first and second-year students and \$5,000 for third and fourth-year students.

### ***Federal Parent Loans for Undergraduate Students (PLUS)***

Parents of full-time and half-time undergraduate students may borrow up to the full cost of education less other financial aid. PLUS loans do not qualify for interest subsidy. PLUS loans have a variable interest rate. A credit report will be required of all PLUS borrowers.

### ***Federal Supplemental Educational Opportunity Grants (SEOG)***

A Supplemental Educational Opportunity Grant (SEOG) is an award to help undergraduates pay for their education after high school. It does not have to be paid back. Grants range up to \$4,000 depending on a student's financial need, availability of SEOG funds, and the amount of other aid a student is receiving.

### ***Federal College Work-Study Program (CWSP)***

The College Work Study Program (CWSP) provides part-time employment funds for college students who need financial aid to help meet college expenses. A student's CWSP award depends on financial need, availability of CWSP funds, and the amount of other aid a student is receiving. Students are paid by the hour.

### ***Federal Perkins Loan Program***

A Perkins Loan is a low-interest (5%) loan to help students pay for education after high school. Perkins Loan amounts depend on student financial need, availability of Perkins Loan funds, and the amount of other aid a student is receiving. Maximum Perkins Loan is \$4,000 per year as an undergraduate. Presently repayment of principal and 5% interest starts 9 months after leaving school. Students may possibly qualify for postponement or cancellation benefits.

### ***Supplemental Security Income (S.S.I.)***

S.S.I. may be available for students who themselves are disabled. Further information is available from students' local Social Security Office.

### ***Federal Scholarship for American Indians***

Further information is available from the United States Department of Interior, Bureau of Indian Affairs, New York Liaison Office, Federal Building, Room 523, 100 South Clinton Street, Syracuse, N.Y. 13260.

### ***Other Federal Student Financial Aid Programs***

A large number of special-purpose federal programs exists. The most authoritative reference for additional information is: Catalog of Federal Domestic Assistance, Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

### ***Veterans Information***

#### ***Veterans and Children of Deceased Veterans***

St. Joseph's College is fully approved by the New York State Education Department as well as other agencies for college-level education programs for veterans under federal and state laws. Veterans and children of veterans who qualify and who wish to pursue a course of study must present a certificate for Education and Training.

Information concerning these programs may be obtained by contacting the Veterans Administration Office, 252 Seventh Avenue, New York, N.Y. 10001.

*Because this is a two-year catalogue, some information may be out-of-date. Prospective students who have financial aid questions should call the Financial Aid Office at (718) 636-6808 for Brooklyn Campus; (631) 447-3214 for Suffolk Campus.*

# ACADEMIC LIFE

## DEGREE PROGRAMS

St. Joseph's College offers the following degree programs, which are registered with the New York State Education Department.

### ***School of Adult and Professional Education***

The College provides the following opportunities for adults with diversified professional and personal experiences to pursue college degree programs. These programs are administered by the School of Adult and Professional Education.

BACHELOR OF SCIENCE in Community Health and Human Services and also in Health Administration. Students applying for the B.S. in Community Health and Human Services or the B.S. in Health Administration must satisfy the requirements of the core curriculum and major, and elect additional courses for a total of 128 credits, at least 60 of which must be in the liberal arts.

BACHELOR OF SCIENCE in Nursing. Accredited by the National League for Nursing Accrediting Commission, the program is designed specifically for registered nurses. The curriculum consists of 128 credits which includes lower-division course requirements and upper-division courses. At least 60 credits must be in the liberal arts.

BACHELOR OF SCIENCE in Organizational Management. Students applying for the B.S. must satisfy the requirements of the core curriculum and major, and elect additional courses for a total of 128 credits, at least 60 of which must be in the liberal arts. Also available in the online format—see ***Bachelor of Science in Organizational Management Online Program (OMOP)***.

BACHELOR OF SCIENCE in Business Administration with a major in Accounting. Students applying for the B.S. must satisfy the requirements of the core curriculum and major, and elect additional courses for a total of 128 credits, at least 60 of which must be in the liberal arts.

BACHELOR OF SCIENCE in Computer Information Systems. Students applying for the B.S. must satisfy the requirements of the core curriculum and major, and elect additional courses for a total of 128 credits, at least 60 of which must be in the liberal arts.

BACHELOR OF SCIENCE in General Studies. This program provides an opportunity for students with non-traditional academic backgrounds as well as those who have an Associate degree to pursue a flexible course of study. Of the 128 credits required for the degree, at least 60 must be in the liberal arts.

Personalized advisement is the key to this approach. With the assistance and guidance of a trained advisor, students design a program around their strengths, experiences, and aspirations, drawing from the various courses of the College.

For all degrees, a cumulative index of 2.0 is required, as well as an index of 2.0 in the major.

MASTER OF SCIENCE in Management. This 36 credit curriculum consists of a 24 credit core in Management plus a 12 credit concentration in Organizational Management, Health Care Management or Human Resources Management.

EXECUTIVE MASTER OF BUSINESS ADMINISTRATION. The curriculum consists of a 36 credit concentration in Management.

Designed for working adults holding leadership positions in the public service, private, and non-profit sectors, the Graduate Management Programs, have as their purpose, the promotion of managerial effectiveness and the enhancement of human performance in organizations. Toward this end, the Executive MBA and MS in Management provide students with a theoretical grounding in the functional knowledge areas of management and with the opportunity to develop within themselves the abilities associated with superior managerial performance. To complete these programs successfully, students must maintain an average of 3.0. Applicants seeking admission to the program typically are employed in a full-time position and have substantial work experience involving supervision, program development, specialized training, considerable responsibility, and/or independent judgment.



MASTER OF SCIENCE with a major in Nursing. Designed for working professionals, the MS with a major in Nursing is a part-time, cohort-based program that can be completed in seven semesters of study. The graduate curriculum, which consists of a core and specialty concentrations, builds on the knowledge base and practice competencies of the baccalaureate prepared nurse, and prepares the graduate for advanced professional practice.

The program offers a choice of two concentrations: Clinical Nurse Specialist in Adult Health or Nursing Education. Graduates of the CNS concentration (38 credits) will be prepared to actualize the multi-faceted role of the CNS in a variety of health care settings reflecting the three spheres of patient care, leadership/management, and staff and patient education. Graduates of the Nursing Education concentration (37 credits) will be prepared to assume nurse educator positions in either academic or service settings or in patient education. To complete the graduate program successfully, students must maintain a minimum grade point average of 3.0 each semester, as well as a cumulative grade point average of 3.0 for graduation. All students will also be required to successfully complete a comprehensive examination with a grade of B or higher to graduate. The program is registered with the New York State Education Department, Office of the Professions.

## CERTIFICATE PROGRAMS

St. Joseph's College, through its School of Adult and Professional Education, offers the following undergraduate certificate programs, which are registered with New York State Education Department: Alcoholism and Addictions Counseling (28 credits), Care Management (12 credits), Counseling (12 credits), Criminology/ Criminal Justice (24 credits), Gerontology (12 credits), Health Care Management (15 credits), Health Instruction (12 credits), Home Care Administration (18 credits), Hospice (15 credits), Human Resources (15 credits), Information Technology Applications (12 credits), Leadership and Supervision (12 credits), Management (27 credits), Marketing, Advertising, and Public Relations (12 credits), Medical Office Management (18 credits), and Training and Staff Development (12 credits).

For these certificates, a cumulative index of 2.0 is required.

The following graduate certificates, which are registered with New York State Education Department, are also offered. Health Care Management (15 credits) and Human Resources Management (15 credits).

For these certificates, a cumulative index of 3.0 is required.

## WEEKEND COLLEGE TRIMESTER PROGRAM

Offered through the School of Adult and Professional Education on the Suffolk Campus, accelerated Weekend College is intended for mature individuals with career and family responsibilities who wish to obtain a bachelor's degree or certificate but find it difficult to attend day or evening classes.

With classes offered approximately every third weekend in the trimester format, the accelerated Weekend College aims to provide adult students with an opportunity for personal and career development. Student achievement is fostered in an environment that encourages self-directed learning

supported by a structure of relationships and on-going advisement. This new option promotes a balance between a traditional classroom experience, rich in interactive learning techniques, with an Independent Learning Component, adapted to the goals of each student. These Independent Learning Components insure that the accelerated courses are equivalent to traditional courses, yet tailored to the individual needs of the adult learner.

Applicants wishing to pursue a degree or certificate program in the accelerated Weekend College must satisfy the admission requirements for the degree or certificate program, as well as possess the maturity and background to undertake this challenging academic format. Students may supplement their trimester credit with credit by examination, prior experiential learning assessment credit, video course credit, or by enrolling in additional evening courses. The following programs are offered: B.S. degrees in Health Administration and Organizational Management as well as Certificates in Counseling, Gerontology, Health Care Management, Home Care Administration, Human Resources, Information Technology Applications, Leadership and Supervision, Management, and Training and Staff Development.

### ***School of Arts and Sciences***

**BACHELOR OF ARTS** in Biology, Chemistry, Child Study, English, History, Human Relations, Mathematics, Psychology, Social Science, Spanish, and Speech. Students applying for the B.A. must satisfy the requirements of the core curriculum and major, and elect additional courses for a total of 128 credits, at least 90 of which must be in the liberal arts. Those who wish to teach on the elementary or secondary level will also follow the programs approved for teacher certification.

**BACHELOR OF SCIENCE** in Biology, Chemistry, and Mathematics. Students applying for the B.S. must satisfy the requirements of the core curriculum and major, and elect additional courses for a total of 128 credits, at least 60 of which must be in the liberal arts. Those who wish to teach on the elementary or secondary level will also follow the programs approved for teacher certification.

**BACHELOR OF SCIENCE** in Business Administration. Students applying for the B.S. must satisfy the requirements of the core curriculum and major, and elect additional courses for a total of 128 credits, at least 60 of which must be in the liberal arts.

**BACHELOR OF SCIENCE** in Public Accountancy. This program leads to a double major in Accounting and Business Administration and prepares for the C.P.A. exams. Students applying for the B.S. must satisfy the requirements of the core curriculum and major, and elect additional courses for a total of 150 credits, at least 60 of which must be in the liberal arts.

**BACHELOR OF SCIENCE** in Recreation. Students applying for the B.S. in Recreation must satisfy the requirements of the core curriculum and major, and elect additional courses for a total of 128 credits, at least 60 of which must be in the liberal arts. At present, at the Brooklyn campus, only upper-division courses for this program are offered.

**MASTER OF ARTS in Infant/Toddler Early Childhood Special Education.** The program is designed for those interested in obtaining a Master of Arts degree with certification in Early Childhood Special Education. For students with an initial certificate in Childhood Education, this Master's program will serve as the graduate degree program required for initial/professional certification in Infant/Toddler Early Childhood Special Education and/or initial/professional certification in Early Childhood. For students with an initial certificate in Early Childhood, this Master's program will serve as the graduate degree program required for initial/professional certification in Infant/Toddler Early Childhood Special Education and/or professional certification in Early Childhood. The program emphasizes the interrelated development of knowledge, understanding, sensitivity, and skills resulting in more effective and significant teaching and learning.

The graduate program consists of 36 credits. Some courses are three credits and some are four. Students must complete the 36 credits which include one semester or summer session in a full time fieldwork placement and a Master's thesis. To successfully complete the program, students must maintain a B average.

**MASTER OF ARTS in Literacy and Cognition.** The program addresses the challenges of teachers in the area of Literacy and Cognition. Students will examine issues in literacy from cognitive, cultural, political, instructional, and social perspectives and will have opportunities to apply teaching strategies for reading and writing, as well as diagnostic and prescriptive techniques, in clinic and classroom settings.

The 36 credit program consists of 12 credits of core courses and 24 credits of courses that link literacy instruction to the New York State Learning Standards on the level of birth through grade six. This part-time program leads to New York State Certification in Literacy-Birth to Grade 6. To complete this program successfully, students must maintain a B average.

## ACADEMIC ADVISEMENT

An integral part of providing a quality educational experience to adults is an academic advisement system that can be responsive to their individual needs. Toward that end the School requires that all students meet with an advisor to plan an academic program. Prior to this meeting, students receive a counseling worksheet that will guide them and their advisors in the preparation of their programs. Students should retain this worksheet and bring it to subsequent advisement meetings. It is recommended that students consult with an advisor once a semester.

**COURSELOAD.** Full-time students may carry sixteen credits per term. Students beyond freshman year may take up to eighteen credits with the approval of an advisor. For more than six courses or eighteen credits in one semester, the permission of the Dean is required. (See Tuition Policy.)

Students taking the Portfolio and Career Development Seminar may have their courseload restricted. (See Prior Experiential Learning Assessment.)

**PASS/NO CREDIT OPTION.** To encourage exploration and experimentation in curricular areas, the faculty has provided that juniors and seniors

may take one course per semester or during intersession or summer session on an index-free basis (i.e., the grade is not computed in the index). Students may not take more than a total of four courses Pass/No Credit.

Courses required either by the core curriculum or by the student's major department or area of concentration may not be elected on this basis. Students may have the first three weeks of the term in which to indicate that they wish to take this option (or in the case of a Summer Session or Intersession Course, before the fourth class). No changes, either to Pass/No Credit or back to letter grade, may be made after that time. Grades assigned are P or NC (Pass or No Credit).

Students should be cautioned that taking courses on a Pass/No Credit basis may make them ineligible for honors. (See Honors.)

**REPEATED COURSES.** A student who receives an unsatisfactory grade in a course specifically required for the degree, for the major, or for a certificate program may request departmental approval to repeat the course. Although the grade of F is the only one for which credit is not given, departments may require a grade of C or better for satisfactory completion of certain departmental requirements. In such cases, the Chairperson may permit the student to repeat a course in order to demonstrate mastery of the subject. Both the original grade and the repeated grade will appear on the transcript. Credit will be given only once for the course, and only the most recent grade will be calculated in the index.

**AUDITING COURSES.** Matriculated students may audit courses with the consent of the instructor and the permission of the Dean. Non-matriculated students pay the regular tuition for this privilege. No credit is given for audited courses, and no records are kept.

## ACADEMIC POLICIES

### ***Attendance***

Students are expected to attend regularly and punctually all classes in which they are registered. Because active participation is considered vital to the educational process, class work constitutes 60–75% of the final grade in the course. Students who must be absent for an extended period of time are urged, therefore, to contact the individual instructor or the academic advisor concerning classwork, assignments, and announced quizzes.

At the same time, the faculty recognizes that on occasion students cannot be present. Because faculty members have confidence in the maturity of the student body and recognize the personal growth which comes through responsible freedom, the faculty has vested all members of the student body with personal responsibility for their attendance.

The faculty wish to emphasize, however, that students are equally responsible with them for creating a climate of inquiry and sharing. True education results only from active involvement in the learning process.

Students will not be permitted to register for a class after the second class session. (For a six-week or trimester course, students will not be permitted to register after the first class session.) Students may not register for

nor enter writing courses after the first class session without the authorization of the Writing Coordinator.

If students have registered in advance but have missed the first two class sessions (or have missed the first class session of a six-week or trimester course), they will be encouraged to withdraw from the class. The reason for this is the compressed nature of the School of Adult and Professional Education scheduling configuration and the difficulty encountered by students attempting to make up missed work.

Students should understand that if they insist on staying in the class under these circumstances, they accept the responsibility of their decision. They should also understand that it will be difficult for them to make up the missed work, that the instructor is under no obligation to help them make up the missed material, and that their final grades may be affected both from the standpoint of material missed and class participation opportunities forfeited.

### ***Change of Major***

Students who wish to change their majors must submit this intent in writing to the Registrar. These requests are reviewed by the Department Chairperson or advisor. Students must then meet with an advisor to plan a new program. Change of major should be effected before the period of programming for the following term.

Where it appears that a student's request to change majors is being initiated in order to graduate at an earlier date and where it appears that the student intends to complete another major at St. Joseph's College, the Dean—in consultation with the appropriate department chairpersons—reserves the right to deny the request.

### ***Double Major***

A double major is the fulfillment of the requirements in two majors concurrently. To earn a degree with double majors, the student must fulfill all of the requirements of the degree program(s) of which the majors are a part. Only one degree will be awarded, but a notation recognizing the completion of the second major will be posted on the student's permanent record. *This option does not pertain between certain majors—consult the Registrar's Office.* Applications for a double major may be obtained in the Registrar's Office.

### ***Change of Program***

A fee of \$20 is charged for each change of program form. If a course is cancelled, the students affected will be notified; there is no fee for this change of program.

### ***Late Registration***

A fee of \$25 is charged for late registration. Students are not permitted to register for a course in a fourteen-week session after the second class meeting (i.e., after two meetings of three hours each), nor to register for a six-week session after the first class session (i.e., after one session of seven and one-half hours).

### ***Withdrawing from Courses***

Students who wish to withdraw from a course should obtain the official form from the Registrar and follow the procedure outlined. Ordinarily, withdrawal may take place up to the midpoint of the term or session; thereafter, it may take place only for a most unusual reason and with the approval of the Dean. A fee of \$20 for each form is charged.

Students who do not withdraw officially from a course continue on the class register and must satisfy the requirements of the course.

Full-time students who receive permission to withdraw from a single course are not entitled to a refund unless the withdrawal involves extra credits. Once the session has begun, flat-rate students who change their programs to less than 12 credits will continue to be responsible for the flat-rate tuition charge (as opposed to the per credit rate). The time of the withdrawal is considered when calculating refunds. Tuition liability is based on the date the change of program form is received by the Registrar.

### ***Courses to be Taken at St. Joseph's College***

Students are required to take a minimum of 32 credit hours of coursework with St. Joseph's College, 9 of which must be completed either at the Brooklyn or Suffolk Campuses. The following courses will not be offered at the extension sites: ENG 103 Writing for Effective Communication; CHS 403 Community Health/Human Services and the Liberal Arts; GS/HA 404 Administration and the Liberal Arts; BUS 471 Research Seminar in Organizational Management; CHS 490 Research Seminar in Community Health and Human Services; HA 490 Research Seminar in Health Administration. The College reserves the right to restrict other course offerings to the Main or Branch Campuses.

### ***Courses at Other Colleges***

Students who have reason to take courses for credit at other colleges should file the appropriate form in the Registrar's office. The decision to allow students to take such courses is made by the Dean in consultation with the Department Chairperson or advisor. The College reserves the right to refuse permission or to limit the number of such courses. Students who transfer to St. Joseph's as Juniors are usually expected to complete their course and credit requirements at the College. Upper level students may not take courses at junior or community colleges.

When the courses have been completed, students are responsible for having an official transcript sent to the Registrar. Although the grades are not entered on the transcript nor included in the cumulative index, no credit will be allowed for a course with a grade below C-. (For Transfer Student Policy, see ***Admission and Finances***.)

## Academic Standing

St. Joseph's College accepts for matriculation only those students whom the College believes capable of completing the requirements for the degree. Since students may experience difficulty at some point, however, they should consult, early enough in the term for practical assistance, the class instructor and/or the Chairperson of the Department, the Director of Counseling, their Academic Advisors, or any other faculty members. Students are advised to investigate the implications of academic standing on their eligibility for financial aid.

*Satisfactory Progress* is ordinarily represented by an index of 2.0. Students with indexes below 2.0 are evaluated by the Academic Development Committee. Basing their judgment upon the students' tested potential, previous academic background, and calculated estimation of improvement, the Committee may permit students to continue in the College in good standing, under the guidance of academic advisors, for a stated time, thus giving them a chance to succeed. However, this does not automatically mean that such a student is eligible for financial aid. Such students should consult the Financial Aid section of this catalogue, the Registrar, and the Director of Financial Aid to determine their continued eligibility for financial aid.

### Semester Students

Full-time students are expected to complete their BA/BS degree within eleven (11) semesters at the minimum progress level outlined below:

At the end of this semester	1	2	3	4	5	6	7	8	9	10	11
Full-time students must have successfully completed at least this # of credits	8	20	32	44	56	68	80	92	104	116	128

Part-time students (those enrolled for less than 12 credits per semester) must complete their BA/BS degree within twenty-two (22) semesters at the minimum level outlined below:

At the end of this semester	1	2	3	4	5	6	7	8	9	10	11
Part-time students must have successfully completed at least this # of credits	4	8	14	20	26	32	38	44	50	56	62
Cont.											
At the end of this semester	12	13	14	15	16	17	18	19	20	21	22
Part-time students must have successfully completed at least this # of credits	68	74	80	86	92	98	104	110	116	122	128

### *Weekend College Trimester Students*

Full-time students are expected to complete their BS degree within seventeen (17) terms at the minimum progress level outlined below:

At the end of this term	1	2	3	4	5	6	7	8	9
Full-time students must have successfully completed at least this # of credits	4	8	16	24	32	40	48	56	64
Cont.									
At the end of this term	10	11	12	13	14	15	16	17	
Full-time students must have successfully completed at least this # of credits	72	80	88	96	104	112	120	128	

Part-time students (those enrolled for fewer than 8 credits per term) must complete their BS degree within thirty four (34) terms at the minimum level outlined below:

At the end of this term	1	2	3	4	5	6	7	8	9	10	11	
Part-time students must have successfully completed at least this # of credits	2	4	6	8	12	16	20	24	28	32	36	
Cont.												
At the end of this term	12	13	14	15	16	17	18	19	20	21	22	
Part-time students must have successfully completed at least this # of credits	40	44	48	52	56	60	64	68	72	76	80	
Cont.												
At the end of this term	23	24	25	26	27	28	29	30	31	32	33	34
Part-time students must have successfully completed at least this # of credits	84	88	92	96	100	104	108	112	116	120	124	128



The following will not be considered as credits successfully completed: "F" grades, "I" incompletes, "WD" withdrawals. Courses that are repeated will count in the calculation of completed hours earned if the student receives a passing grade. Both the original grade and the second grade will be counted in the cumulative index, but credit for the course will be given only once. Only one repetition of a course will be considered toward the number of credits successfully completed.

A transfer student, as any other student enrolling at the College for the first time, may initially be assumed to be maintaining satisfactory progress. Following this initial presumption of progress, the College will use the number of hours accepted as transfer credit from the previous institutions to place that student within its time frame. For example, a student who is accepted at the junior class level based on 60 transfer credits earned at other institutions would be placed at the fifth semester time frame.

At the end of each semester the Registrar reviews the record of every student and refers to the Committee on Academic Development those who have failed to maintain an index of 2.0 and/or who have failed to complete successfully the minimum number of credits for their enrollment status (FT or PT). The faculty members, with the Dean, and the Registrar as consultants, endeavor to determine the causes of the academic difficulty and recommend adjustments in program for the following term. The faculty members of the Committee serve thereafter as special advisors to those students who have been referred to them.

Full-time students who, at the end of a semester, have not achieved an index of 2.0 or higher, and/or who have failed to complete successfully the minimum number of credits for their enrollment status, may not take more than 12 credits the following semester. Part-time students may not take more than 6 credits the following semester without special permission of the Dean. Although the Committee on Academic Development reviews each case individually, students who continue to achieve below the required index of 2.0 and/or who have failed to complete successfully the minimum number of credits for their enrollment status will be advised to withdraw. Students who have been asked to withdraw may represent to the Dean, in person or in writing, any relevant circumstances.

### ***Reinstatement***

Students asked to withdraw because of unsatisfactory progress may apply to be readmitted to the College. The procedure requires a written request, assessment of previous academic record and of potential, evidence of increased motivation, possible retesting, and approval of the Chairperson of the major department and the Dean.

Students who have been reinstated are responsible for finding out the conditions, if any, which must be satisfied in order to obtain financial aid.

### ***Examinations***

Final examinations are held at the end of each semester. Exceptions to this procedure require the approval of the Dean.

Genuine emergency such as illness is the only excuse for absence from an examination. Documentation of the emergency may be required. A student who is absent from a final examination must call the Registrar on the day of the exam, giving the reason for the absence. Within one week, the

student must write to the Dean, stating the reason for the absence and requesting a make-up exam. A fee of \$25 dollars is required for each make-up examination. By faculty regulation, a special examination may be given no sooner than two months from the date of the originally scheduled examination. The dates for such examinations are listed on the academic calendar; the hours are specified by the Registrar. Students must take the make-up exam at the time specified. A student who is absent from a make-up exam will receive a grade of zero for the exam.

### ***Incompletes***

If a faculty member believes that a student, for a serious reason, should be allowed additional time in which to complete the requirements of a course, the faculty member may file a form with the Registrar to this effect. It is the responsibility of the student for whom such exception has been made to see that the work is completed so that the faculty member may give the final grade to the Registrar NOT LATER THAN January 31 for the Fall semester, July 1 for the Spring semester, and September 1 for the Summer session. All coursework must be completed prior to the day of graduation.

### ***Grades and Reports***

Transcripts of courses and grades are issued at the end of each term. The final grade in each course is based on the criteria established by the individual faculty member. Grades are interpreted as follows:

<i>Quality</i>	<i>Grade</i>	<i>Percentage</i>	<i>Quality Points</i>
Excellent	{ A	93.0 - 100	4.0
	{ A-	90.0 - 92.9	3.7
Good	{ B+	87.0 - 89.9	3.3
	{ B	83.0 - 86.9	3.0
	{ B-	80.0 - 82.9	2.7
Satisfactory	{ C+	77.0 - 79.9	2.3
	{ C	73.0 - 76.9	2.0
	{ C-	70.0 - 72.9	1.7
Passing	{ D+	67.0 - 69.9	1.3
	{ D	63.0 - 66.9	1.0
	{ D-	60.0 - 62.9	0.7
Unsatisfactory	F	Below 60.0	0.0

#### *Pass/No Credit Basis*

Pass	P	60 - 100	—
Unsatisfactory	NC	Below 60	—
WD	Student officially withdraws from a course; no grade penalty.		

#### *Incomplete/Absent From Final Examination*

Category	<i>Grade Designation</i>
Incomplete	INC
Absent from Final Examination	ABS

## ***Withdrawal from the College***

Students who plan to withdraw from the College should consult an advisor and then submit written notification of withdrawal. All financial obligations to the College must be fully paid before students may withdraw or graduate in good standing. In addition, students who have received a scholarship or loan must have an exit interview with the Financial Aid Officer. (See Financial Aid). It is important for financial aid purposes that the last date of attendance be officially recorded. The Administration of the College may require the withdrawal of students whose academic record or conduct is judged unsatisfactory.

Students who have been inactive for two semesters or more should consider themselves withdrawn. If they wish to later re-enroll at the College, they will be required to be readmitted and will be subject to all the requirements and procedures in force upon their subsequent readmission. See General Limitations on Prior Learning Credit.

St. Joseph's College is under no obligation to readmit students who have withdrawn from the College or who have been asked to withdraw.

## **HONORS**

### ***Dean's Honor List***

At the beginning of each term, the Dean publishes the names of those full-time students (12 credits or more) who in the previous academic semester attained an index of 3.65 or higher. Part-time students who attain an index of 3.65 after 15 credits are eligible for the Dean's Honor List and must file an application with the Registrar by August 30 for the Summer session, February 15 for the Fall semester, or June 30 for the Spring semester. Graduates need not apply in their last semester since this index is computed automatically for graduates. This list is posted on a special bulletin board in the main hall of the College, outside the Dean's Office.

### ***Senior Honors***

Students who achieve a cumulative index of 3.8 for the last 30 credits taken at St. Joseph's College will receive Senior Honors.

### ***Distinguished Graduate Award***

The Distinguished Graduate Award is given to students who achieve a cumulative index of 3.85 for the last 45 credits taken at the College. Persons receiving the Distinguished Graduate Award will not also receive Senior Honors.

## **HONOR SOCIETIES**

### ***Delta Gamma Sigma***

Membership in the School of Adult and Professional Education honor society, Delta Gamma Sigma, is based on academic performance as well as on significant volunteer service to the College, to the community and/or professional organizations. The name of the honor society, Delta Gamma Sigma, is derived from the first letters for the Greek words Diakonia (serv-

ice), Gnosis (knowledge), and Sophia (wisdom). Candidates must be individuals who represent the ideals of St. Joseph's College. Students pursuing a bachelor's degree within The School of Adult and Professional Education who have completed thirty credits or more at St. Joseph's College with a cumulative index of 3.85 or higher are eligible for election to membership in Delta Gamma Sigma. The Adult and Professional Education Office will send academically eligible students the necessary application form. Eligible students must then return the application to a committee appointed by the Dean. The application will include evidence of significant volunteer service and an essay which reflects on this service. No more than fifteen percent of the currently enrolled Adult and Professional Education students with thirty credits or more may be elected to the society. Election to Delta Gamma Sigma will be permanently recorded on the transcript at the end of the semester in which the qualifying index was achieved. Recognition at Commencement will be dependent upon students' maintaining a cumulative index commensurate with Senior Honors. Students who do not achieve initial eligibility until their last semester at the College may not, due to time constraints, have their election recognized at Commencement (although their election will subsequently be recorded on the transcript).

In computing the index for each of the above honor categories, the grades from full semesters are used, which may necessitate including more credit than the required minimum.

### ***Nursing Honor Society***

Membership in the St. Joseph's College Nursing Honor Society is based on superior scholastic achievement, evidence of professional leadership potential and/or marked achievement in the field of Nursing. Candidates must have a grade point average of at least 3.0, have completed at least half of the Nursing Baccalaureate curriculum, and must rank in the top 35% of the graduating class. Eligibility for membership is determined by an eligibility committee.

## **STUDENT'S RIGHT TO PRIVACY AND ACCESS TO RECORDS**

Public Law 93-380, usually titled "Family Educational Rights and Privacy Act," or more often known simply as the Buckley Amendment, prohibits release of any material in a student's file without the written consent of the college student. This law also affords students the right to review the contents of their official academic folders, except for those documents excluded by Law 93-380, as amended.

Students who wish to inspect their folders are required to complete the REQUEST FOR DISCLOSURE OF STUDENT FILE INFORMATION. These forms are available in the Registrar's Office and in the Office of the Academic Dean. Students who wish to challenge the contents of their folders as inaccurate, misleading, or inappropriate, should follow the informal and formal proceedings outlined in the current Student Handbook.

## ***STUDENT COMPLAINTS***

A student who has a complaint about an academic matter should follow the procedures set forth in the *Student Handbook* under Student Grievance Procedures in Academic Matters. No adverse action will be taken against any student who files a complaint.

## ***BIAS RELATED CRIMES***

In compliance with Section 6436 of the Education Law, St. Joseph's College adopts the following policies and procedures:

All actions against persons or property, which may be considered bias crimes are unequivocally prohibited at all times in any college owned or operated property, or at any college sponsored activities.

Bias crimes may be defined as any form of unlawful harassment or other harmful behavior such as assault which is based on an individual's sex, race, national origin, disability, veteran status, or on any individual's status in any group or class protected by applicable federal, state, or local law.

The penalties for committing such crimes will include reporting the incident to the appropriate authorities so that an independent investigation can be conducted. The College will also undertake an investigation of the incident, in keeping with the guidelines published in the Student Handbooks. The procedures for dealing with bias related crimes will be the same as those outlined for grievances relating to allegations of sexual harassment and all other forms of unlawful harassment and discrimination.

The office of Counseling will provide support services for victims of bias related crime, and will make appropriate referrals to outside agencies.

Bias related crime on college campuses occur when a lack of familiarity with people who are different, or who belong to groups that others are uncomfortable with, evolves into a hostile environment. In a college setting many young people come together and encounter people of different cultures and backgrounds for the first time. Because the students bring biases and attitudes from their own past experiences, the possibility of bias related crimes must be recognized and every effort must be made to provide opportunities for open and honest dialogue and sharing.

The College provides information about security procedures through a brochure that is distributed to all incoming students and new employees, as well as frequent updates in campus newsletters and publications.

## **CAMPUS SAFETY STATISTICS**

The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. The US Department of Education web site address for campus crime statistics is:

<http://www.ed.gov/admins/lead/safety/campus.html>

The College has designated campus contacts who are authorized to provide campus crime statistics.

### ***Patchogue Contact Person:***

Paul Casale, Director of Security, (631) 447-3321

### ***Brooklyn Contact Person:***

Sherrie VanArnam, Director of Student Services, (718) 636-6811

The College shall provide a hard copy mailed to the individual within 10 days of the request and that information will include all of the statistics that the campus is required to ascertain under Title 20 of the U.S. Code Section 1092 (f).

*It is the responsibility of all students to inform the College of any change in their mailing address. Failure to do so relieves the College of any liability in the event that important correspondence is not received by the students.*

# CURRICULAR OFFERINGS

***Bachelor of Science in Community Health and Human Services***

Carolyn Gallogly, Ph.D. Cand., Chairperson

Lorraine Boykin, Ed.D., Associate Chairperson

The Bachelor of Science degree in Community Health and Human Services has been designed to promote the career and educational advancement of practitioners, to improve the health and human services delivery system, and to meet the needs of the individuals and communities which that system serves.

In addition to having met the general admission requirements of the School, students typically have postsecondary education and training and have acquired, through experience, the skills and knowledge appropriate to the degree. Exceptions to this are made with the approval of the Dean.

A minimum of 21 credits with a CHS or CHA identifier must be taken at St. Joseph's College (MAT 151 may be applied toward this requirement).

The Department reserves the right to require an additional English writing course(s) at any point in a student's program if deemed appropriate based on the student's writing level.

<i>Major Requirements</i>		<i>Credits</i>
CHS 415	Community Health and Human Services (Formerly Community Health)	3
CHS 429 or CHA 430	Human Services Delivery System  Health Care Delivery System	3
CHS 490	Research Seminar in Community Health and Human Services	3
<i>Major Electives</i>	(12 credits from Community Health and Human Services offerings; 9 additional credits to be taken in Community Health and Human Services, Health Administration, or related areas.)	21

<i>Required Core Courses</i>		<i>Credits</i>
GS 401	Problem Solving for Professionals	3
GS 402	Critical Thinking for Professionals	3
CHS 403	Community Health/Human Services and the Liberal Arts	3
ENG 103	Writing for Effective Communication	3
MAT 151	Fundamentals of Statistics	3
COM 140	Microcomputer Applications I	
or		
COM 141	Microcomputer Applications II	3
Social Science		3
<i>Liberal Arts Electives</i>		33–36
<i>Other Electives</i>		41–44
<i>Total</i>		128

*The following courses will be offered during either the 2005–2006 or the 2006–2007 academic year—including Summer, Fall, Intersession, and/or Spring semesters/sessions/trimesters—on both the Brooklyn and Suffolk Campuses, unless otherwise noted. Consult the semestral schedule of courses for more specific information, including Suffolk Campus Weekend College Trimester Program. Courses marked with an asterisk are applicable to the liberal arts requirements of the curriculum.*

#### CHS 150 GROUP DYNAMICS AND COMMUNICATION\* (PSY 150)

A theoretical introduction to small group processes, with an emphasis on the relationship between groups and the individual, and on the communication process. Students participate in small group exercises as part of the course requirements.

3 hours a week, 1 semester, 3 credits.

#### CHS 230 EMOTIONAL/BEHAVIORAL DISTURBANCE IN CHILDREN AND YOUTH\*

An overview of emotional and psychiatric disorders in childhood and adolescence, ranging from debilitating psychiatric problems to transient situational disorders as related to the family, school, and community. Various modes of treatment are discussed.

3 hours a week, 1 semester, 3 credits.

#### CHS 231 CHILD ABUSE AND NEGLECT\*

An exploration of the social, economic, and familial factors that are contributive to child abuse and neglect. The effects of these problems on the child, family, and community are discussed. Also covered are such topics as reporting, crisis intervention, and prevention.

3 hours a week, 1 semester, 3 credits.



## CHS 270 SOCIOLOGY OF HEALTH\* (SOC 270)

An exploration of the social and cultural facets of health and illness and the functioning of organizations involved in health care. The social behavior of health personnel and those who are the consumers of health is also stressed.

3 hours a week, 1 semester, 3 credits.

## CHS 403 COMMUNITY HEALTH/HUMAN SERVICES AND THE LIBERAL ARTS\*

This course, designed for Community Health and Human Services majors, focuses on the application of the liberal arts to issues in community health and human services. Drawing on the knowledge and methodologies of the social sciences and the arts and humanities, this course explores themes prevalent in the study of community health and human services.

(Suggested antecedent course: CHS 415)

3 hours a week, 1 semester, 3 credits.

## CHS 407 HUMAN SEXUALITY IN HEALTH AND DISEASE\*

This course will provide an overview of the psychological, biological, and sociological aspects of human sexuality from adolescence to the senior years. The need for ongoing education throughout the life span will be emphasized. There will also be information on sexually transmitted diseases including HIV/AIDS.

3 hours a week, 1 semester, 3 credits.

## CHA 408 EPIDEMIOLOGY\*

An introduction to the science of epidemiology dealing with the incidence, distribution, and control of disease in the population. Concentration is directed toward health promotion and disease prevention at institutional and community levels. The role of the public health and other agencies is also discussed.

3 hours a week, 1 semester, 3 credits.

## CHS 409 PSYCHOLOGICAL FACTORS IN HEALTH AND DISEASE\*

This course will demonstrate how the effects of attitudes, emotions, and relationships are related to physical health and well-being. Personality styles, stress, social support, humor, and spirituality will be discussed as factors influencing the immune system. Principles and techniques to strengthen empowerment and a sense of personal control will be offered.

3 hours a week, 1 semester, 3 credits.

## CHS 411 ALCOHOLISM\*

This course examines theories surrounding the etiology of alcoholism, including biological, psychological, sociological, and cultural factors. The impact of alcoholism on the individual, family, and community is discussed. Methods of prevention, treatment, and rehabilitation are also explored.

3 hours a week, 1 semester, 3 credits.

### CHS 412 ADDICTIONS AND DEPENDENCIES\*

The process of dependency is examined not only as it applies to substances, including alcohol, but also as it relates to pathological gambling, compulsive over-eating, and co-dependencies. Effects of various substances on the body will be discussed. The etiology of addictive and dependent behavior as well as the impact this abuse has on the individual, family, and community are studied. Methods of prevention, treatment, and rehabilitation are explored.

3 hours a week, 1 semester, 3 credits.

### CHS 413 NUTRITION IN COMMUNITY HEALTH

This course introduces students to needs assessments of nutrition as an integral part of overall health needs in diverse communities. Strategies are formulated to help students devise plans for working with human service agencies in dealing with issues of nutrition. Eating patterns and sources of calories and nutrients will be examined in the following populations: the elderly, pregnant women, children, and adolescents. Special attention will be given to the impact of poverty on nutrition and to the increasing incidence of eating disorders and obesity. Contemporary issues will be addressed.

3 hours a week, 1 semester, 3 credits.

### CHS 415 COMMUNITY HEALTH AND HUMAN SERVICES\* (Formerly Community Health)

This introductory course explores the interrelationship between the community, its health needs, and the response of the health and human service delivery system to meet these needs. A history of community health and human service is covered, as are the social, cultural, and economic forces that give rise to specific health problems, attitudes, and behaviors, including the response of various community health and human service systems to prevent disease and promote health.

3 hours a week, 1 semester, 3 credits.

### CHS 419 ALCOHOLISM AND ADDICTIONS IN THE FAMILY AND SOCIETY\*

This course centers on alcoholism and addictions as these relate to the family, its individual members, and society. A special focus is the child's development in a dysfunctional family and the later outcome known as adult children of alcoholism. Co-dependency, family violence, therapeutic interventions, special populations, HIV/AIDS, and societal implications are explored.

3 hours a week, 1 semester, 3 credits.

### CHS 420 HEALTH EDUCATION

Health education programs which promote optimal health through education in community agencies are explored. The vital role of the health educator in schools, hospitals, and corporations is examined within the administrative context and structure of the agency. Necessary tools and techniques needed to implement programs are reviewed.

3 hours a week, 1 semester, 3 credits.

#### CHA 423 PRINCIPLES OF TRAINING AND STAFF DEVELOPMENT (GS 423)

(Formerly Staff Development Management and Methods of Teaching I)

This course provides a survey of the methods used in the training and career development of employees in the service of individual and organizational effectiveness. Central to the course is its focus on planning, designing, and implementing an overall training and development effort for an organization.

3 hours a week, 1 semester, 3 credits.

#### CHA 424 TRAINING AND DEVELOPMENT TECHNIQUES (GS 424)

(Formerly Staff Development Management and Methods of Teaching II)

This course focuses on conducting a specific training and development program, including developing a needs analysis, creating program objectives, selecting an appropriate teaching methodology, identifying instructional aids, and developing an evaluation instrument.

3 hours a week, 1 semester, 3 credits.

#### CHA 426 HEALTH TOPICS

This course provides students with the opportunity to participate in a focused exploration of a current topic pertaining to the health field. Students may not earn more than 2 credits by taking Health Topics coursework.

1 hour a week, 1 semester, 1 credit.

#### CHS 429 HUMAN SERVICES DELIVERY SYSTEM

This course provides an overview of the human services delivery system within the United States. Governmental and private structures will be explored, as will mechanisms of finance. Also covered will be the emerging role of the human service worker, as well as current approaches and philosophies germane to human services.

3 hours a week, 1 semester, 3 credits.

#### CHA 430 HEALTH CARE DELIVERY SYSTEM (Formerly Issues In The Health Care Delivery System)

An in-depth study of the organization of the U.S. health care delivery system. Special attention is given to practices and problems affecting providers and consumers of health care. Recent changes in the financing mechanisms and their impact on distribution of services are discussed.

3 hours a week, 1 semester, 3 credits.

### CHA 432 AMBULATORY CARE ADMINISTRATION

(Formerly Community Health and Ambulatory Care Administration)

This course focuses on the delivery of health services on an outpatient basis, including the administration of other health services, including physician practice and management techniques provided in the ambulatory setting. Governmental regulations, organizational considerations, staffing patterns, quality issues, and reimbursement are examined.

(*Suggested antecedent course:* HA 481 or CHS 415)

3 hours a week, 1 semester, 3 credits.

### CHA 433 MANAGED CARE

An overview of the evolution of managed care and current trends, including systems terminology, public policy, and market performance issues.

(Students who have taken the one credit course CHA 426 Health Topics: Managed Care cannot take the 3 credit course.)

3 hours a week, 1 semester, 3 credits.

### CHS 434 FAMILY HEALTH\*

The evolving psychological, social, and physical needs of today's family unit will be addressed. Included will be the following topics: adoption, single parents, step-parents, teenage pregnancy, chronic illness (child or parent), divorce, grandparents raising children, and the redefinition and modeling of family roles.

3 hours a week, 1 semester, 3 credits.

### CHA 435 CONTINUOUS QUALITY IMPROVEMENT

The course will focus on the shift in health care to CQI, risk management, and client satisfaction. Emphasis will be placed on compliance with and accreditation by regulatory agencies. It will also examine the different strategies and evaluation techniques that can feasibly result in increased productivity and performance in the delivery of health care services from the development of CQI and TQM.

3 hours a week, 1 semester, 3 credits.

### CHA 437 HOME CARE ADMINISTRATION

This course focuses on the operation and administration of the many types of home care providers. The evaluation and growth of home care is discussed. Also covered are such topics as: government regulations, financing, staffing, continuing education needs, and marketing.

(*Suggested antecedent course:* CHA 430)

3 hours a week, 1 semester, 3 credits.

### CHA 438 HOSPICE CONCEPTS

This course explores the history and principles of the hospice movement, particularly within the context of New York State Regulations. Topics for study include administration/finance, the interdisciplinary team, the family as a unit of care, pain/symptom management, home/in-patient care, and bereavement care.

3 hours a week, 1 semester, 3 credits.

#### CHA 439 PRACTICUM IN THE HOSPICE FIELD

A supervised field experience in a hospice setting, this course is made available on an individual basis. Approval required. Placements are arranged by students and instructor.

*Prerequisites:* Required and elective courses for the Certificate in Hospice.  
Hours to be arranged. Typically no evenings or weekends. 3 credits.

#### CHS 440 PRINCIPLES OF COUNSELING\*

In this course, students will be introduced to a conceptual framework for understanding counseling and the counseling process. This will include classical, experiential, and cognitive-behavioral theories as well as models and principles of marital, child, group, career, school, multicultural, and mental health counseling.

3 hours a week, 1 semester, 3 credits.

#### CHS 441 COUNSELING TECHNIQUES\*

This course offers students an introduction to basic counseling skills and techniques which can be used in a variety of community settings. Class emphasis is experiential (role playing), to assist the student in becoming more comfortable in the counseling role.

*Prerequisite:* CHS 440

3 hours a week, 1 semester, 3 credits.

#### CHS 442 FAMILY COUNSELING\*

Problems which arise in the traditional family unit and in the wide range of evolving family systems will be discussed. Several theories will be explored as well as the role, function, and intervention skills needed by today's diversity-aware family counselor. Family therapy options will be addressed.

3 hours a week, 1 semester, 3 credits.

#### CHS 443 MENTAL HEALTH AND CRISIS INTERVENTION\*

The emotional and psychological turmoil experienced by individuals as a result of a traumatic event or an unplanned event or loss will be explored in depth. Crisis theory, interventions, and critical incident stress debriefing techniques for both individuals and groups in a variety of settings will be offered.

3 hours a week, 1 semester, 3 credits.

#### CHS 444 PRINCIPLES OF ALCOHOLISM AND ADDICTIONS COUNSELING

Designed to introduce the student to the field of alcoholism and addictions counseling skills, this course provides for the integration of theory and practice as it relates to the delivery of comprehensive service to: addicted persons, their families, and significant others; special populations; the community; and the work force. Included in the course are the following topics: Code of Ethics, Federal guidelines relative to confidentiality and its application to HIV clients; evaluation and treatment planning; and relapse prevention.

*Prerequisite:* CHS 411 or CHS 412

3 hours a week, 1 semester, 3 credits.

## CHS 445 ALCOHOLISM AND ADDICTIONS EVALUATION AND TREATMENT PLANNING

This course covers the principles and procedures used in evaluating individual alcoholism and addictions severity with a view towards designing and implementing an appropriate treatment plan. Treatment plans will include the following: evaluation, assessment, diagnosis, clinical concerns, goals, documentation, discharge planning needs, and referrals/resources. In addition to treatment planning, emphasis will be placed on the importance and methods of relapse prevention and skilled intervention.

*Prerequisite:* CHS 411 or CHS 412

3 hours a week, 1 semester, 3 credits.

## CHS 449 DEATH AND DYING\*

A discussion of attitudes toward death and dying in relation to ethnic, cultural, religious, and professional influences. The dying process, grief, family counseling, ethical, and legal issues are addressed.

3 hours a week, 1 semester, 3 credits.

## CHS 451 GERONTOLOGY\*

This course introduces the study of aging, primarily focusing on sociological issues and health-related topics pertinent to older adults. It will specifically address demography, biological theories of aging, major health conditions, principles of wellness, living arrangements, income, and the older person's role in the family and society.

3 hours a week, 1 semester, 3 credits.

## CHS 453 THE PSYCHOLOGY OF AGING\*

Psychological theories of aging and development are used as a basis for considering the major role changes and adjustments confronting older adults. Topics include the normal challenges posed by retirement, family relationships, sexuality, sensory changes, intellectual and memory changes, and loss. The second part of the course addresses issues of mental health, depression, and dementia experienced by many older adults. Specific counseling approaches and other therapeutic interventions are also presented.

3 hours a week, 1 semester, 3 credits.

## CHA 456 PROGRAMS AND RESOURCES IN AGING

This course examines government and private programs and resources in aging, at national, state, and local levels. Specific topics include income maintenance, public entitlements, housing options, crime prevention, and care management. Community programs presented include nutritional services, adult day care, senior centers and in-home services. In addition to addressing demographic political, and fiscal realities, this course will explore future trends and advocacy.

3 hours a week, 1 semester, 3 credits.

## CHS 457 INTRODUCTION TO CARE MANAGEMENT

This course will acquaint students to the field of care management and the role(s) of the care manager. Students will learn how to organize and provide services to special populations of people, including the aging and the chronically ill (mental and/or physical). Care management will be presented both within the framework of an agency and as a private practice.

3 hours a week, 1 semester, 3 credits.

## CHS 458 CARE MANAGEMENT AND COMMUNITY MENTAL HEALTH\*

This course will provide an historical survey and overview of US community mental health, including: private for-profit, government, and not-for-profit systems. Various models of care management will be examined. The core functions of case managers, with emphasis on the mental health applications, will be studied. The course will cover mental illness, including dual diagnosis, mentally ill and chemically addicted (MICA), and psychopharmacology.

3 hours a week, 1 semester, 3 credits.

## CHA 459 PRACTICUM IN GERONTOLOGY

A supervised field experience in gerontology, this course is made available to students on an individual basis. Approval required. Placements in the community, suitable to the student's needs, are arranged by the instructor in consultation with the student.

*Prerequisites:* Required and elective courses for the Certificate in Gerontology

Hours to be arranged. Typically no evenings or weekends. 3 credits.

## CHA 466 INTERNSHIP IN THE HEALTH FIELD

(Formerly Practicum in the Health Field)

A supervised internship in the health area, this course is made available to students on an individual basis. Approval required. Placements are arranged by students and instructor.

Hours to be arranged. Typically no evenings or weekends. 2–6 credits maximum.

## CHS 467 PRACTICUM IN HEALTH INSTRUCTION

A supervised field experience in health instruction, this course is made available to students on an individual basis. Approval required. Placements are arranged by students and instructor.

*Prerequisites:* Required courses for the Certificate in Health Instruction

Hours to be arranged. Typically no evenings or weekends. 3 credits.

## CHA 468 PRACTICUM IN TRAINING AND STAFF DEVELOPMENT

(GS 468)

(Formerly Practicum in Health Staff Development)

A supervised internship in training and staff development is made available to students on an individual basis. Approval required. Placements are arranged by students and instructor.

*Prerequisites:* Required courses for the Certificate in Training and Staff Development

Hours to be arranged. Typically no evenings or weekends. 3 credits.

#### CHS 470 PRACTICUM IN ALCOHOLISM & ADDICTIONS COUNSELING I

A supervised internship in the field of alcoholism and addictions counseling, this practicum is made available to students on an individual basis. Approval required. Placements are arranged by students and instructor.

Approval required to take CHS 470, CHS 471, and CHS 472 concurrently.

*Prerequisites:* Required courses for the Certificate in Alcoholism and Addictions Counseling

Hours to be arranged, 3 credits.

#### CHS 471 PRACTICUM IN ALCOHOLISM & ADDICTIONS COUNSELING II

A supervised internship in the field of alcoholism and addictions counseling, this practicum is made available to students on an individual basis. Approval required. Placements are arranged by students and instructor. Students who earn below a B in CHS 470 may not register for CHS 471.

Approval required to take CHS 470, CHS 471, and CHS 472 concurrently.

*Prerequisites:* Required courses for the Certificate in Alcoholism and Addictions Counseling

Hours to be arranged, 3 credits.

#### CHS 472 PRACTICUM IN ALCOHOLISM & ADDICTIONS COUNSELING III

A supervised internship in the field of alcoholism and addictions counseling, this practicum is made available to students on an individual basis. Approval required. Placements are arranged by students and instructor. Students who earn below a B in CHS 471 may not register for CHS 472.

Approval required to take CHS 470, CHS 471, and CHS 472 concurrently.

*Prerequisites:* Required courses for the Certificate in Alcoholism and Addictions Counseling

Hours to be arranged, 4 credits.

#### CHA 484 LEGAL ASPECTS OF HEALTH CARE

A review of the basic legal concepts affecting the health care delivery system. Topics discussed include aspects of malpractice in health care, practitioner and institutional liability, legal rights of the consumer, administrative law, medical records, and the role of regulatory agencies.

3 hours a week, 1 semester, 3 credits.

#### CHA 489 COMPREHENSIVE HEALTH PLANNING

This introductory course examines the methods and practices of long-range and strategic health planning, focusing on such factors as need, supply, and demand-at the institutional, community, and regional level. Also covered is the role of government in health care planning. Facility and health program planning are considered.

3 hours a week, 1 semester, 3 credits.



## CHS 490 RESEARCH SEMINAR IN COMMUNITY HEALTH AND HUMAN SERVICES\*

A capstone research course for students pursuing the Community Health and Human Services major, it is designed to permit an investigation into an individualized area of interest. Students are expected to employ research methodologies in the preparation of a paper appropriate to the major.

*Prerequisites:* CHS 415, ENG 103, MAT 151

3 hours a week, 1 semester, 3 credits.

## CHA 496 HEALTH CARE FINANCE AND ECONOMICS

The course covers analysis of the “financial health” of health care institutions (globally and facility-specific), financial statements, capital and operating budget techniques, DRG's and RUG's, and inventory management. The role of the government in regulation and planning is explored, as are changes in reimbursement methodology and payment systems, including HMO's and PPO's. In addition, the course will provide an overview of the economics of the health care system including supply and demand concepts as they relate to the provision of health care services, cost behavior, cost and production functions, and comparative health systems.

Duplicative of HA 497 Financial Management in Health Care Institutions

3 hours a week, 1 semester, 3 credits.

## CHA 498 INTERNATIONAL HEALTH SYSTEMS\*

This course focuses on contemporary health issues in their political, cultural, and socioeconomic context. The role of the World Health Organization is addressed.

3 hours a week, 1 semester, 3 credits.

## CHA 499 FIELD STUDY IN INTERNATIONAL HEALTH SYSTEMS\*

A planned study of the health care delivery services in a developed/developing country. Special attention is given to contemporary political, cultural, and socioeconomic aspects of the country's health services.

Hours to be arranged, 3 credits. Not offered regularly.

## ***Bachelor of Science in Computer Information Systems***

David Seppala-Holtzman, D.Phil., Chairperson  
William McAllister, M.S., Associate Chairperson

The Bachelor of Science degree in Computer Information Systems is designed to prepare students to apply information technology within organizational contexts. Specifically, the program will focus on the development of technology infrastructures and systems and the use of these to acquire, deploy and manage information.

Students pursuing the Bachelor of Science in Computer Information Systems within the School of Adult & Professional Education would be expected to have post-secondary education and training and have acquired, through experience, the skills and knowledge appropriate to the degree.

The Department reserves the right to require an additional English writing course(s) at any point in a student's program if deemed appropriate based on the student's writing level.

<i>Prerequisite Computer Courses/Experience</i>	<i>Credits</i>
COM 140 Microcomputer Applications I or Equivalent knowledge/experience	3
COM 150 Introduction to Computer Programming or Previous programming experience	3
<i>Required Computer Courses</i>	
COM 141 Microcomputer Applications II	3
COM 152 Computer Programming (Java)	3
COM 200 Computer Science: An Overview	3
COM 210 Algorithms and Data Structures	3
COM 230 Software Engineering and Methodology	3
COM 249 Computer Organization and Assembly Language	3
COM 288 Business Systems and Design	3
COM 360 Computer Communications and Networking	3
COM 380 Database Systems	3
COM 390 Advanced Application Programming and Database Systems	3
<i>Elective Computer Courses</i>	
(Choose two courses from: COM 205 Multimedia Applications, COM 252 Advanced C++, COM 310 Operating Systems, COM 370 Advanced Computer Programming, COM 498 Internship in Computer Information Systems, and/or courses from Business Administration and/or Accounting.)	
	5-6
<i>Additional Required Courses</i>	
MAT 111 College Algebra or MAT 113 Elementary Functions: Precalculus or Equivalent	3
MAT 203 Mathematical Foundations in Computer Science	4
GS 400 Adults in Transition or GS 404 Administration and the Liberal Arts	3
GS 401 Problem Solving for Professionals	3
GS 402 Critical Thinking for Professionals	3
ENG 103 Writing for Effective Communication	3
<i>Liberal Arts Electives</i>	32
<i>Other Electives</i>	35-36
<i>Total</i>	128

## **Computer Course Offerings**

*The following courses will be offered during either the 2005–2006 or the 2006–2007 academic year – including Summer, Fall, Intercession, and/or Spring semesters/sessions/trimesters on both the Brooklyn and Suffolk Campuses, unless otherwise noted. Not all of these courses will be available at night or on weekends on both campuses. Consult the Arts and Sciences Catalogue and the semestral schedule of courses for more specific information including the Suffolk Campus Weekend College Trimester Program. Courses marked with an asterisk are applicable to the liberal arts requirements of the curriculum.*

*See also: Certificate in Information Technology Applications and Minor in Computer Information Systems.*

### **COM 115 EXPLORING THE INTERNET**

Discover how the Internet and the World Wide Web can be used to locate, access and retrieve information from international library resources and databases. This course includes historical background, network etiquette and ethics, as well as the skills for effectively and responsibly interacting with the Internet. Topics such as ftp, telnet, e-mail, search engines, URLs, and the hypertext markup language (HTML) will be explored in a laboratory environment. The concepts will be applied to the design of a web page.

1 hour a week, 1 semester, 1 credit.

### **COM 140 MICROCOMPUTER APPLICATIONS I**

This course is designed as an introductory course to provide background necessary for the effective use of microcomputers. The emphasis is on the major applications of microcomputers: word processing, relational databases, spreadsheets, and the use of the Internet. The course includes “hands-on” experience with common applications software as well as an introduction to computer hardware. No previous computer related experience necessary.

3 hours a week, 1 semester, 3 credits.

### **COM 141 MICROCOMPUTER APPLICATIONS II**

This course is intended for students from all disciplines. It will develop intermediate and advanced word processing, spreadsheet and database techniques, including macros, report generation, database queries, importing and exporting files, address-books, labels, graphics, and table manipulation. It will also include expanded Internet and Worldwide Web topics.

*Prerequisite:* COM 140 or equivalent, or departmental approval

3 hours a week, 1 semester, 3 credits.

### **COM 150 INTRODUCTION TO COMPUTER PROGRAMMING\***

This course offers a basic introduction to computer hardware and software. Elementary programming techniques will be taught using, for example, Visual BASIC. Emphasis will be on problem solving using the computer.

*Prerequisite:* COM 140 or equivalent, or departmental approval

3 hours a week, 1 semester, 3 credits.

## COM 152 COMPUTER PROGRAMMING\*

An introduction to the concepts underlying computer science and programming such as: abstraction, analysis and modularity. Emphasis is on algorithm development, and the use of structured program design techniques in solving problems. Students will develop programs using the syntax and semantics of a higher-level language (e.g. Java). Searching, sorting, recursive algorithms and the concepts of objects will be introduced. (Corresponds to ACM CS1)

*Prerequisite:* COM 150 or departmental approval

3 hours a week, plus lab, 1 semester, 3 credits.

## COM 200 COMPUTER SCIENCE: AN OVERVIEW\*

For students from all disciplines. Topics include: computer organization, information representation in digital computers; data abstraction and data structures such as trees, lists and stacks; algorithm development and analysis; programming languages; hardware and software systems; information processing and database concepts; computer technology and society.

*Prerequisite:* COM 140 or equivalent, or departmental approval

3 hours a week, 1 semester, 3 credits.

## COM 205 MULTIMEDIA APPLICATIONS

In this course students will be introduced to multimedia principles and technologies. Topics will include effectively representing, processing and retrieving multimedia data such as text, graphics, sound, music, images and video. Students will use the Internet, design and edit an Internet home page, and create a multimedia presentation. Various multimedia tools and techniques will be explored.

*Prerequisite:* COM 141 or equivalent

3 hours a week, 1 semester, 3 credits. Offered when there is sufficient student demand.

## COM 210 ALGORITHMS AND DATA STRUCTURES

This course explores specific classes of problems and their solutions. Fundamental questions concerning computational complexity, data storage and access, data encapsulation using objects, space/time bounds, optimal algorithms and data structures including lists, queues, and trees are addressed. Algorithms for important classes of problems such as searching, sorting, and pattern-matching will be designed, implemented and tested in a laboratory environment. (Corresponds to ACM CS2).

*Prerequisite:* COM 152; *Prerequisite or Corequisite:* MAT203. Each with minimum of C-.

3 hours a week, 1 semester, 3 credits.

## COM 230 SOFTWARE ENGINEERING AND METHODOLOGY

This course teaches the techniques for managing and producing large maintainable software systems. Topics include cost estimating, requirement specification, design methodologies, implementation and integration, verification and documentation techniques. Students will utilize current automated software engineering tools to apply the learned concepts and will develop a cost estimate, project management plan, functional specification and detailed design specification of a selected software system.

*Prerequisite:* COM 210 or departmental approval

3 hours a week, 1 semester, 3 credits.

## COM 249 COMPUTER ORGANIZATION AND ASSEMBLY LANGUAGE

This course explores the evolution and physical structure of modern computers, from microcomputers to mainframes; their integrated circuits, components and organization. The concept of a multilayer virtual machine will be explored and programmed using machine language, microcode, operating system interrupts and assembly language. Advanced concepts such as RISC machines, pipelining, and parallel computing will be studied. Students will utilize these principles to analyze the design of a current microprocessor.

*Prerequisite:* at least one high level language (e.g. C++, JAVA, etc.)

3 hours a week, 1 semester, 3 credits.

## COM 252 ADVANCED C++

This course will briefly review the basic C++ constructs (program template, I/O, math/assignment and control of flow statements) and then focus on advanced C++ constructs, most of which are not included in Java. Type definitions, reference parameters, pointers, templates, overloading operators, multiple inheritance, and the standard template library will be among the topics discussed in detail. In addition, the procedural paradigm will be reviewed. Students will apply the learned concepts by completing several programming projects.

*Prerequisite:* COM 152 or equivalent

3 hours a week, 1 semester, 3 credits. Not offered in Brooklyn. Offered in Patchogue when there is sufficient student demand.

## COM 288 BUSINESS SYSTEMS AND DESIGN (BUS 288)

The design and development of information systems for a business environment. Topics will include analysis of information flow, design of business systems, specifications, equipment selection, and file organization. Detailed steps for each phase of the design will be related to business applications on a full scale computer system.

*Prerequisite:* Any introductory computer course

3 hours a week, 1 semester, 3 credits.

## COM 310 OPERATING SYSTEMS

The emphasis of this course is on the efficient allocation and use of computer resources especially process and memory management, job scheduling, access to hardware and software resources, security and reliability. Examples will be drawn from standard operating systems (e.g. Windows NT, MS-DOS, UNIX). Questions relating to communications (timesharing, networking, concurrency, distributed systems, synchronization, and deadlocks) will be discussed.

*Prerequisite:* COM 210 or equivalent

3 hours a week plus lab, 1 semester, 3 credits.

## COM 320 PROGRAMMING LANGUAGES

This course presents an overview of the syntax, semantics, and pragmatics of several higher level languages and the distinction between static and dynamic typing. Examples will be drawn from various classes of languages including procedural, declarative, functional, concurrent, visual, and object-oriented. The major applications (eg. artificial intelligence, data processing, scientific/engineering, etc.) will be explored for each type of language. Formal languages and automata, including theories of parsing and language translation will be considered.

*Prerequisite:* COM 210 or departmental approval

3 hours a week plus lab, 1 semester, 3 credits. Not offered in Brooklyn. Offered in Patchogue when there is sufficient student demand.

## COM 330 COMPUTER GRAPHICS

This course presents an introduction to computer graphics hardware and software. Topics include: vector and raster graphics, viewports and windows, 2-dimensional and three dimensional modeling, viewpoints, rotations and translation transformations, animation and algorithms for line drawings, clipping and hidden line/surface removal. Students will implement these concepts to develop graphics package using a high level programming language.

*Prerequisite:* COM 210 or departmental approval

3 hours a week, 1 semester, 3 credits. Not offered in Brooklyn.

## COM 340 HUMAN COMPUTER COMMUNICATION

This course explores the design and implementation of the user interface in the light of current ergonomics research.

*Prerequisite:* department approval

1 hour a week, 1 semester, 1 credit. Not offered in Brooklyn. Offered in Patchogue when there is sufficient student demand.

## COM 360 COMPUTER COMMUNICATIONS AND NETWORKING

The Open System Interconnection (OSI) model provides the theoretical basis for the study of computer communications. Topics include the physical transmission of data, communication protocols and architecture, network addressing, services and applications such as file transfer (ftp), telnet, and e-mail. Topologies, design and implementation issues involved in LANs, WANs and internetworking will be explored.

*Prerequisites:* COM 210 with a minimum grade of C-

3 hours a week, 1 semester, 3 credits.

## COM 370 ADVANCED COMPUTER PROGRAMMING

This course will present advanced programming concepts such as inheritance, interfaces, multitasking, interactive network programming, event handling, GUI generation and stream I/O and the use of these concepts in building programs of significant size. Applications, applets and servlets will be investigated. Students will apply the learned concepts by completing several programming projects of significant size.

*Prerequisite:* COM 152 and COM 210 or their equivalent

3 hours a week, 1 semester, 3 credits. Not offered in Brooklyn.

## COM 380 DATABASE SYSTEMS

An introduction to the principal functions of a Database Management System (DBMS), physical data organization, relational query languages, and issues of data security and consistency.

*Prerequisite:* COM 152 or departmental approval

3 hours a week, 1 semester, 3 credits.

## COM 390 ADVANCED APPLICATION PROGRAMMING AND DATABASE SYSTEMS

This course covers information systems design and implementation with a focus on database management systems. Students will apply design strategies, system analysis and project management principles along with advanced programming skills to create a full-scale database application. Students will utilize Project Management Software (Microsoft Project) and embedded SQL in a high-level programming language such as C++, Java.

*Prerequisite:* COM 288 and COM 380

3 hours a week, 1 semester, 3 credits.

## COM 490 CURRENT TOPICS IN COMPUTING

Seminar and directed readings on current topics (such as Neural Networks, Fractals and Image transmission, Distributed Databases, Computer Vision and Robotics, etc.).

*Prerequisite:* departmental approval

3 hours a week, 1 semester, 3 credits. Not offered in Brooklyn. Offered in Patchogue when there is sufficient student demand.

## COM 491 CURRENT TOPICS IN COMPUTER INFORMATION SYSTEMS

This course will have no fixed syllabus. Its content will vary from term to term. The course will serve as a vehicle for presenting various topics that are of current interest in the field of Computer Information Systems.

*Prerequisite:* departmental approval

3 hours a week, 1 semester, 3 credits. Offered when there is sufficient student demand.

## COM 498 INTERNSHIP IN COMPUTER INFORMATION SYSTEMS

The internship provides a carefully supervised experience in the use or management of a Computer Information System. A minimum of 100 hours will be spent in the academic, business or industrial community.

*Prerequisite:* departmental approval

2 or 3 credits.

## COM 499 INTERNSHIP IN COMPUTER SCIENCE

The internship in Mathematics/Computer Science is designed to provide the student with a carefully supervised "hands-on" experience in a particular area (eg. graphics, database management, systems analysis and design, software development, etc.). A minimum of 100 hours will be spent under the supervision of a member of the business-industrial community, acting in conjunction with a designated faculty member.

*Prerequisite:* Junior or Senior Mathematics/Computer Science major with departmental permission

2-3 credits, repeatable. Not offered in Brooklyn.

## ***Bachelor of Science in Health Administration***

Lauren G. Pete, J.D., Ph.D., Chairperson

John Sardelis, Dr.P.H., Associate Chairperson

The Bachelor of Science degree in Health Administration has been designed to promote the career and educational advancement of practitioners, to improve the health care delivery system, and to meet the needs of the individuals and communities which that system serves.

In addition to having met the general admission requirements of the School, students typically have postsecondary education and training and have acquired, through experience, the skills and knowledge appropriate to the degree. Exceptions to this are made with the approval of the Dean.

A minimum of 21 credits with an HA or CHA identifier must be taken at St. Joseph's College (MAT 151 may be applied toward this requirement).

The Department reserves the right to require an additional English writing course(s) at any point in a student's program if deemed appropriate based on the student's writing level.

<i>Major Requirements</i>	<i>Credits</i>
CHA 430 Health Care Delivery System	3
HA 481 Health Care Management	3
HA 490 Research Seminar in Health Administration	3
<i>Major Electives</i> (12 credits from Health Administration offerings; 9 additional credits to be taken in Health Administration, Community Health and Human Services, related areas, or in courses applicable to the Management Certificate.)	21
<i>Required Core Courses</i>	
GS 401 Problem Solving for Professionals	3
GS 402 Critical Thinking for Professionals	3
HA 404 Administration and the Liberal Arts	3
ENG 103 Writing for Effective Communication	3
MAT 151 Fundamentals of Statistics	3
COM 140 Microcomputer Applications I	
or	
COM 141 Microcomputer Applications II	3
Social Science	3
<i>Liberal Arts Electives</i>	36–39
<i>Other Electives</i>	38–41
<i>Total</i>	128

*The following courses will be offered during either the 2005–2006 or the 2006–2007 academic year—including Summer, Fall, Intersession, and/or Spring semesters/sessions/trimesters on both the Brooklyn and Suffolk Campuses, unless otherwise noted. Consult the semestral schedule of courses for more specific information, including the Suffolk Campus Weekend College Trimester Program. Courses marked with an asterisk are applicable to the liberal arts requirements of the curriculum.*



## HA 110 PRINCIPLES OF ACCOUNTING (ACC 110)

A study of accounting principles to enable the student to understand the preparation of financial statements. The course covers a study of the accounting cycle, the recording process, accounting systems and controls. The course will require the preparation of a practice set in addition to the assigned problems.

3 hours a week, 1 semester, 3 credits.

## HA 130 ORGANIZATIONAL BEHAVIOR (BUS 130)

An introduction to the study of management theory concerning human behavior in formal organizations. The student is given the opportunity to test theories through the analysis and discussion of a series of case studies.

*(Suggested antecedent course: BUS 100 or HA 481)*

3 hours a week, 1 semester, 3 credits.

## HA 200 FUNDAMENTALS OF FINANCIAL ACCOUNTING (ACC 200)

This course is an introduction to the field of accounting and to the development and use of financial accounting information in the business world. This course emphasizes accounting techniques and procedures, accounting theory, and interpretation and use of accounting information. Topics include financial statements preparation, merchandising accounting, systems and controls, financial assets, plant assets, corporate accounting and financial statement analysis.

3 hours a week, 1 semester, 3 credits.

## HA 230 HUMAN RESOURCES MANAGEMENT (BUS 230)

A review of the theory of the effective management of human resources. The students examine employer-employee relations in such areas as equal employment opportunity practices, training and evaluation methods, compensation and reward or motivational programs, legal and regulatory requirements and the role of collective bargaining. The course utilizes the case method supplemented with an assigned text.

*(Suggested antecedent course: BUS 100 or HA 481)*

3 hours a week, 1 semester, 3 credits.

## HA 235 HUMAN RESOURCES LAW (BUS 235) (Formerly HA/BUS 152)

A study of the legal concepts affecting the employer-employee relationship within organizations. Federal and State statutes/regulations and judicial decisions will be explored as they relate to the following: recruiting, hiring, and placement; compensation; training, promotion, and transfer; discipline and termination; affirmative action; retirement and benefits; performance appraisal; discrimination; safety and health; and unions and collective bargaining.

*Prerequisite: HA/BUS 230*

3 hours a week, 1 semester, 3 credits.

#### HA 370 ADVANCED HUMAN RESOURCES MANAGEMENT (BUS 370)

This course is designed to analyze and explore current issues of significance related to the utilization and development of personnel. Students will be directed to undertake case studies on selected topics from the following areas: planning and staffing, performance appraisal and evaluation, training and development, labor relations and personnel law, and quality of worklife. Where appropriate, cases and investigations will be regionally based.

*Prerequisites:* HA/BUS 230 and HA/BUS 235

3 hours a week, 1 semester, 3 credits.

#### HA 404 ADMINISTRATION AND THE LIBERAL ARTS\* (GS 404)

This course, designed for management and health administration majors, focuses on the relationship between the liberal arts and the issues related to administration. With perspectives provided by the social sciences and the arts and humanities, this course explores: the rise of the management dynamic; the growth of technology and industrial power; administrative styles; the effect of corporate and organizational life on the individual and society; the conflict between power and responsibility.

*(Suggested antecedent course:* HA 481)

3 hours a week, 1 semester, 3 credits.

#### CHA 408 EPIDEMIOLOGY\*

An introduction to the science of epidemiology dealing with the incidence, distribution, and control of disease in the population. Concentration is directed toward health promotion and disease prevention at institutional and community levels. The role of public health and other agencies is also discussed.

3 hours a week, 1 semester, 3 credits.

#### CHA 423 PRINCIPLES OF TRAINING AND STAFF DEVELOPMENT (GS 423)

(Formerly Staff Development Management and Methods of Teaching I)

This course provides a survey of the methods used in training and career development of employees in the service of individual and organizational effectiveness. Central to the course is its focus on planning, designing, and implementing an overall training and development effort for an organization.

3 hours a week, 1 semester, 3 credits.

#### CHA 424 TRAINING AND DEVELOPMENT TECHNIQUES (GS 424)

(Formerly Staff Development Management and Methods of Teaching II)

This course focuses on conducting a specific training and development program, including developing a needs analysis, creating program objectives, selecting an appropriate teaching methodology, identifying instructional aids, and developing an evaluation instrument.

3 hours a week, 1 semester, 3 credits.

## CHA 426 HEALTH TOPICS

This course provides students with the opportunity to participate in a focused exploration of a current topic pertaining to the health field. Students may not earn more than 2 credits by taking Health Topics coursework.

1 hour a week, 1 semester, 1 credit.

## CHA 430 HEALTH CARE DELIVERY SYSTEM

(Formerly Issues in the Health Care Delivery System)

An in-depth study of the organization of the U.S. health care delivery system. Special attention is given to practices and problems affecting providers and consumers of health care. Recent changes in the financing mechanisms and their impact on distribution of services are discussed.

3 hours a week, 1 semester, 3 credits.

## CHA 432 AMBULATORY CARE ADMINISTRATION

(Formerly Community Health and Ambulatory Care Administration)

This course focuses on the delivery of health services on an outpatient basis, including the administration of other health services, including physician practice management techniques provided in the ambulatory setting. Governmental regulations, organizational considerations, staffing patterns, quality issues, and reimbursement are examined.

(Suggested antecedent course: HA 481 or CHS 415)

3 hours a week, 1 semester, 3 credits.

## CHA 433 MANAGED CARE

An overview of the evolution of managed care and current trends, including systems terminology, public policy, and market performance issues. (Students who have taken the one credit course CHA 426 Health Topics: Managed Care cannot take the 3 credit course.)

3 hours a week, 1 semester, 3 credits.

## CHA 435 CONTINUOUS QUALITY IMPROVEMENT

The course will focus on the shift in health care to CQI, risk management, and client satisfaction. Emphasis will be placed on compliance with and accreditation by regulatory agencies. It will also examine the different strategies and evaluation techniques that can feasibly result in increased productivity and performance in the delivery of health care services from the development of CQI and TQM.

3 hours a week, 1 semester, 3 credits.

## CHA 437 HOME CARE ADMINISTRATION

This course focuses on the operation and administration of the many types of home care providers. The evaluation and growth of home care is discussed. Also covered are such topics as: government regulations, financing, staffing, continuing education needs, and marketing.

(Suggested antecedent course: CHA 430)

3 hours a week, 1 semester, 3 credits.

### CHA 438 HOSPICE CONCEPTS

This course explores the history and principles of the hospice movement, particularly within the context of New York State Regulations. Topics for study include administration/finance, the interdisciplinary team, the family as a unit of care, pain/symptom management, home/in-patient care, and bereavement care.

3 hours a week, 1 semester, 3 credits.

### CHA 439 PRACTICUM IN THE HOSPICE FIELD

A supervised field experience in a hospice setting, this course is made available on an individual basis. Approval required. Placements are arranged by students and instructor.

*Prerequisites:* Required and elective courses for the Certificate in Hospice.  
Hours to be arranged. Typically no evenings or weekends. 3 credits.

### CHA 456 PROGRAMS AND RESOURCES IN AGING

This course examines government and private programs and resources in aging, at national, state, and local levels. Specific topics include income maintenance, public entitlements, housing options, crime prevention, and care management. Community programs presented include nutritional services, adult day care, senior centers and in-home services. In addition to addressing demographic, political and fiscal realities, this course will explore future trends and advocacy.

3 hours a week, 1 semester, 3 credits.

### CHA 459 PRACTICUM IN GERONTOLOGY

A supervised field experience in gerontology, this course is made available to students on an individual basis. Approval required. Placements in the community, suitable to the student's needs, are arranged by the instructor in consultation with the student.

*Prerequisites:* Required and elective courses for the Certificate in Gerontology.

Hours to be arranged. Typically no evenings or weekends. 3 credits.

### CHA 466 INTERNSHIP IN THE HEALTH FIELD (Formerly Practicum in the Health Field)

A supervised internship in the health area, this course is made available to students on an individual basis. Approval required. Placements are arranged by students and instructor.

Hours to be arranged. Typically no evenings or weekends. 2–6 credits maximum.

### CHA 468 PRACTICUM IN TRAINING AND STAFF DEVELOPMENT (GS 468) (Formerly Practicum in Health Staff Development)

A supervised internship in training and staff development is made available to students on an individual basis. Approval required. Placements are arranged by students and instructor.

*Prerequisites:* Required courses for the Certificate in Training and Staff Development.

Hours to be arranged. Typically no evenings or weekends. 3 credits.

## HA 481 HEALTH CARE MANAGEMENT

An overview course dealing with health care management. Included in the course are such topics as effective management, supervision, organizational structures, decision-making, personnel and staffing, performance appraisal, finance, budgets, fiscal operations, facilities maintenance, and services distribution and control. State codes and accreditation standards are reviewed.

(Not to be taken by students who have taken BUS 100.)

3 hours a week, 1 semester, 3 credits.

## CHA 484 LEGAL ASPECTS OF HEALTH CARE

A review of the basic legal concepts affecting the health care delivery system. Topics discussed include aspects of malpractice in health care, practitioner and institutional liability, legal rights of the consumer, administrative law, medical records, and the role of regulatory agencies.

3 hours a week, 1 semester, 3 credits.

## HA 486 LONG TERM HEALTH CARE ADMINISTRATION

This course deals with the application of administrative theory to long term care facilities. Facilities are classified, and services of each are defined. Planning, construction, financial management, codes and regulations, Medicaid/Medicare, and an in-depth examination of personnel and health care services are covered.

(*Suggested antecedent course:* HA 481)

3 hours a week, 1 semester, 3 credits.

## CHA 489 COMPREHENSIVE HEALTH PLANNING

This introductory course examines the methods and practices of long-range and strategic health planning, focusing on such factors as need, supply, and demand—at the institutional, community, and regional level. Also covered is the role of government in health care planning. Facility and health program planning are considered.

3 hours a week, 1 semester, 3 credits.

## HA 490 RESEARCH SEMINAR IN HEALTH ADMINISTRATION\*

A capstone research course for students pursuing the Health Administration major, it is designed to permit students to do an investigation into an area of their interest. Students are expected to employ research methodologies in the preparation of a paper appropriate to the major.

*Prerequisites:* HA 481, ENG 103, MAT 151

3 hours a week, 1 semester, 3 credits.

## HA 492 MEDICAL TERMINOLOGY

This course familiarizes students with everyday anatomy and physiology terminology used in medical areas such as physician's offices, hospitals, clinics, insurance and pharmaceutical firms. Students will be instructed on how to derive the meaning of medical words by learning to easily separate word components, as well as to identify all major body parts by their correct language name. The course provides essential background knowledge for successful ICD-9-CM coding and other areas such as CPT coding and billing.

3 hours a week, 1 semester, 3 credits.

#### HA 493 COMPUTER APPLICATIONS IN HEALTH ADMINISTRATION

This course assists students in understanding the development, design, evaluation, selection and utilization of computer application in health care. Students will be instructed on how to understand and utilize state of the art computer based health care applications and technologies, including E-health and -health care technologies. Emphasis will also be placed on how computer applications and E-health technologies can support high quality patient care and improve management decisions in health care institutions.

3 hours a week, 1 semester, 3 credits.

#### HA 494 BILLING AND CODING

This course will provide an in-depth understanding of medical billing and coding. Billing topics will include daily transaction entries, completing medical submissions, billing claim follow-up, itemized statements, and billing management. In addition, students will learn the basics of CPT and ICD-9-COM coding necessary for billing medical services and procedures. Students will also be introduced to computerized billing/coding software available in the field. Classes are conducted in a computer laboratory.

*Prerequisite:* HA 492

3 hours a week, 1 semester, 3 credits.

#### CHA 496 HEALTH CARE FINANCE AND ECONOMICS

The course covers analysis of the "financial health" of health care institutions (globally and facility-specific), financial statements, capital and operating budget techniques, DRG's and RUG's, and inventory management. The role of government in regulation and planning is explored, as are changes in reimbursement methodology and payment systems, including HMO's and PPO's. In addition, the course will provide an overview of the economics of the health care system including supply and demand concepts as they relate to the provision of health care services, cost behavior, cost and production functions, and comparative health systems.

Duplicative of HA 497 Financial Management in Health Care Institutions

3 hours a week, 1 semester, 3 credits.

#### CHA 498 INTERNATIONAL HEALTH SYSTEMS\*

This course focuses on contemporary health issues in their political, cultural, and socioeconomic context. The role of the World Health Organization is addressed.

3 hours a week, 1 semester, 3 credits.

#### CHA 499 FIELD STUDY IN INTERNATIONAL HEALTH SYSTEMS\*

A planned study of the health care delivery services in a developed/developing country. Special attention is given to contemporary political, cultural, and socioeconomic aspects of the country's health services.

Hours to be arranged, 3 credits. Not offered regularly.

## ***Bachelor of Science with a Major in Nursing***

Barbara L. Sands, Ph.D., R.N., Director

The Department of Nursing offers an upper-division baccalaureate program designed exclusively for registered nurses. The program is accredited by the National League for Nursing Accrediting Commission. The curriculum is planned to maximize the strengths the registered nurse brings to the baccalaureate program. The program focuses upon the utilization of nursing theory; the promotion, restoration and maintenance of health for clients; the development of critical thinking and decision-making skills; and the development of leadership skills appropriate to beginning professional practice. The research process as it relates to nursing is taught and utilized throughout the program. Clinical experiences are provided at a variety of health care settings under the direction of the Nursing faculty.

The purposes of the program are to:

1. Provide the graduate with breadth of knowledge and values from both general and professional education.
2. Prepare the graduate for professional practice in traditional and unstructured health care settings.
3. Provide a foundation for graduate education in nursing.
4. Provide the knowledge base and experiences that will facilitate resocialization from technical to professional nursing practice.

### ***Admission Process***

Candidates for admission to the Nursing program must submit:

1. A Nursing program application.
2. Transcripts of lower-division coursework. If student copies of transcripts are submitted initially, official transcripts must be on file within the first 18 credits of coursework at St. Joseph's College.
3. Two letters of reference from employing agency or School of Nursing attesting to the candidate's clinical competency and potential for professional growth.
4. Proof of licensure as a Registered Professional Nurse in New York State.

### ***Admission Requirements***

Candidates for admission to the Nursing program must have:

1. Graduated from an Associate Degree Nursing Program or a Hospital Diploma Program accredited by the National League for Nursing Accrediting Commission. Graduates of programs not accredited by the NLNAC may be eligible for conditional admission to the nursing program if they meet all other admission requirements. Specific requirements apply to those admitted on a conditional basis.

2. A current license in New York State as a Registered Professional Nurse or eligibility to sit for the NCLEX-RN licensing exam. Students must have a current New York State RN license to enroll in NU 350.
3. Completion of lower-division course requirements. Candidates are eligible to apply for admission after completing 24 credits of lower division course requirements at a regionally accredited community or senior college. CLEP challenge exams are available in selected science and liberal arts courses.
4. A satisfactory cumulative grade point average in lower-division course work. All candidates with a grade point average of 2.5 on a 4 point scale will be reviewed for admission. Preference will be given to those with a 3.0 or above grade point average.
5. Satisfactory scores on the NLN Nursing Acceleration Challenge Exam (ACE) II RN-BSN Tests required for graduates of Hospital Diploma Programs and students admitted to the program on a conditional basis. These tests must be taken no later than the second semester after admission to the program.



## **Baccalaureate Curriculum**

### *Liberal Arts Component*

<i>Humanities</i>	<i>Credits</i>
*English	3
*Speech	3
Electives	9
GS 402 Critical Thinking for Professionals	3

*Total* 18

### *Natural Sciences and Mathematics*

*Credits*

*Anatomy & Physiology	6-8
*Chemistry	3
*Microbiology	3-4
BIO 331 Pathophysiology	3
COM 140 Microcomputer Applications I	
or	
COM 141 Microcomputer Applications II	3
MAT 151 Statistics	3

*Total* 21-24

### *Behavioral/Social Sciences*

*Credits*

*Psychology	3
*Sociology	3
*Growth & Development	3
PSY 150 Group Dynamics and Communication	3
GS 400 Adults in Transition	3
Electives	6

*Total* 21

\* Lower-division course requirements. Candidates are eligible to apply for admission after completing 24 credits of lower-division course requirements at a regionally accredited junior or senior college. CLEP challenge exams are available in selected science and liberal arts courses.

### *Unrestricted Electives 8-11 Credits*

### *The Nursing Component*

	<i>Credits</i>
NU 300 Theoretical Bases in Nursing	3
NU 310 Professional Nursing Practice Roles	3
NU 350 Professional Nursing with Individuals	4
NU 400 Professional Nursing with Families	3
NU 410 Professional Nursing with Communities	6
NU 420 Nursing Research	3
NU 430 Nursing Leadership	3
NU 450 Professional Nursing Practicum	6
<i>Total</i>	31

*Of the 128 credits required for the degree, at least 60 must be in the liberal arts. A minimum of 55 credits must be taken at St. Joseph's College while enrolled in the upper-division nursing program.*

The Department reserves the right to require an additional English writing course(s) at any point in a student's program if deemed appropriate based on the student's writing level.

### **Nursing Course Offerings**

*The following courses will be offered in either the Summer, Fall, or Spring semester/session during the 2005-2006, 2006-2007 academic years on the Brooklyn and Suffolk Campuses.*

#### **NU 300 THEORETICAL BASES IN NURSING**

The focus of this course is the study of the conceptual framework and theories which provide the bases for professional nursing practice. The historical evolution of the theoretical foundation of nursing practice will be discussed, as well as the functions and merits of theory development to nursing practice, education and research. Selected nursing theories and concepts will be explored with an emphasis on the application of these to the nursing process. A case study approach will be used to provide students the opportunity to apply learning to practice situations.

3 hours a week, 1 semester, 3 credits.

#### **NU 310 PROFESSIONAL NURSING PRACTICE ROLES**

The student engages in a study of the historical perspectives in the development of professional practice roles. Role theory, role socialization and role differentiation are examined as related to organizational structure and goals. The diversity of practice roles, changing roles, and expanded roles are explored with an emphasis on professional accountability, legal and ethical implications and advocacy.

3 hours a week, 1 semester, 3 credits.

#### **NU 320 HOLISTIC NURSING (Elective)**

This course is designed to provide an introduction to holistic nursing and an overview of selected healing modalities such as therapeutic touch, relaxation and guided imagery. Discussions, demonstrations and/or experiential sessions are utilized to facilitate an understanding of these modalities. Emphasis is placed on theory-based practice. The implications of holistic nursing in practice and research are examined.

*Prerequisites:* NU 300, NU 310

3 hours a week, 1 semester, 3 credits. Offered when there is sufficient student demand.

### NU 330 NURSING PRACTICE AND THE INTEGRATION OF GENETICS (Elective)

This course will explore the impact of the Human Genome Project and expanding genetic knowledge base on the clinical practice of nursing. Students will gain a basic understanding of the science of genetics as it relates to clinical aspects of nursing and health care. Genetic concepts related to human heredity, genetic conditions, and treatment approaches will be explored. Emphasis will be placed on the integration of genetic knowledge into nursing practice. Ethical, legal, social and cultural aspects of genetic advances in health care will be explored from a nursing perspective.

*Co or Prerequisite:* NU 310

3 hours a week, 1 semester, 3 credits. Offered when there is sufficient student demand.

### NU 350 PROFESSIONAL NURSING WITH INDIVIDUALS

This course focuses upon the health appraisal of clients including select physical assessment skills. Emphasis is placed on health promotion and the total assessment of the client including factors affecting health status, health history, client education and the application of the nursing process. The integration of Roy's theory and the nursing process, communication and interpersonal relationship skills are emphasized.

*Prerequisites:* NU 300, BIO 331

*Co or Prerequisite:* NU 310

4 hours lecture/college lab per week, 4 hours clinical per week for two weeks, 4 credits.

### NU 400 PROFESSIONAL NURSING WITH FAMILIES

This course includes a study of the concept of a family, the family environment as related to and influenced by health and illness, and the family as a system. Relevant theories are explored in relation to nursing practice with families focusing upon health promotion, maintenance and restoration. Public policy issues that affect family health care are explored.

*Prerequisites:* NU 300, NU 310

3 hours a week, 1 semester, 3 credits.

### NU 410 PROFESSIONAL NURSING WITH COMMUNITIES

This course focuses upon the application of theories to promoting, maintaining, and restoring the health of communities. Emphasis is placed on the utilization of the nursing process in the health assessment of families and communities. Health promotion, health education, coordination and continuity of care are emphasized as are the roles of the professional nurse in community practice. The epidemiological process is stressed in surveying current major health issues. Public policy issues relating to health care are explored.

*Prerequisites:* NU 350, PSY 150, NU 400

3 hours lecture per week, 6 hours clinical per week, 1 semester, 6 credits.

## NU 420 NURSING RESEARCH

This course focuses upon the critical evaluation of nursing research and the implications for nursing practice. Concepts basic to the research process, approaches to and methods of research are explored. Emphasis is placed on ethical considerations and the role of the nurse as a knowledgeable consumer of research.

*Prerequisites:* NU 300, MAT 151, GS 402

3 hours a week, 1 semester, 3 credits. (Offered Fall–Patchogue; Spring–Brooklyn)

## NU 430 NURSING LEADERSHIP

This course includes a study of theories of leadership, organizational behavior, and planned change. Emphasis is placed on decision making. Nursing leadership in traditional and unstructured health care settings is explored. The student examines values and ethical issues, as well as socio-economic and public policy issues affecting nursing and health care delivery.

*Prerequisites:* NU 350, PSY 150

3 hours a week, 1 semester, 3 credits.

## NU 440 BUDGETING CONCEPTS FOR NURSE MANAGERS (Elective)

The focus of this course is to improve the budgeting skills of nurse managers or potential nurse managers. It explores the budgeting process, types of budgets, cost factors and forecasting. Emphasis is placed on the role of the nurse manager in the preparation of a personnel budget for a patient care area.

*Co or Prerequisite:* NU 430

1 hour a week, 1 semester, 1 credit. Offered when there is sufficient student demand.

## NU 450 PROFESSIONAL NURSING PRACTICUM

This course continues the study of theories and practice models that guide nursing practice with groups, families, and communities. Emphasis is placed on the use of leadership skills, strategies for initiating and facilitating change, and the application of research to nursing practice. The practicum is designed to facilitate the learner's self assessment and self directed pursuit of professional nursing knowledge in an area of interest.

*Prerequisite:* NU 350

*Co or Prerequisite:* NU 430

3 hours seminar per week, 6 hours clinical per week, 1 semester, 6 credits.

Students under the direction and guidance of faculty develop a learning contract for each clinical nursing course. The learning contracts are designed in accord with the student's academic and professional background and the objectives of the course. The use of the learning contract provides for student self-direction and participation in the selection of their learning experiences. Clinical hours are planned on a to-be-arranged basis.

## ***Bachelor of Science in Business Administration with a Major in Accounting***

Eileen White-Jahn, Ph.D., Chairperson

George Fasano, M.B.A., C.P.A., Associate Chairperson

Rupert Campbell, M.B.A., Associate Chairperson for Organizational Management, School of Adult and Professional Education

The Bachelor of Science degree in Business Administration with a major in Accounting is designed to prepare individuals for careers in public accounting or private accounting.

In addition to having met the general admission requirements of the School, students typically have completed an associate's degree in accounting or equivalent and have acquired, through experience, the skills and knowledge appropriate to the degree.

A minimum of 21 credits from Required Accounting and/or Business Courses must be taken at St. Joseph's College.

The Department reserves the right to require an additional English writing course(s) at any point in a student's program if deemed appropriate based on the student's writing level.

Offered through the School of Adult and Professional Education, Brooklyn Campus. Also available through the School of Arts and Sciences, Brooklyn and Suffolk Campuses.

### ***Required Accounting Courses***

	<i>Credits</i>
ACC 110 Principles of Accounting	3
ACC 211 Financial Accounting	3
ACC 212 Intermediate Accounting I	3
ACC 213 Intermediate Accounting II	3
ACC 215 Principles of Federal Taxation	3
ACC 216 Advanced Federal Income Taxes	3
ACC 241 Cost Accounting	3
ACC 242 Advanced Accounting I	3
ACC 317 Principles of Auditing	3
ACC 318 Accounting Theory and Current Accounting Developments	3
ACC 320 Accounting Information Systems and E.D.P. Auditing	3

### ***Required Business Courses***

BUS 100 Process of Management	3
BUS 150 Business Law I	3
BUS 151 Business Law II	3
BUS 200 Marketing	3
BUS 219 Principles of Finance	3
BUS 222 Statistics	3
BUS 324 Advanced Managerial Finance	3

### ***Required Core Courses***

COM 140 Microcomputer Applications I	or	
COM 141 Microcomputer Applications II		3
PHI 160 Introduction to Ethics	or	
PHI 268 Ethics and Business		3
BUS 120 Macroeconomics		3
BUS 226 Microeconomics		3

MAT 111	College Algebra	or	
MAT 113	Elementary Functions: Precalculus		3
MAT 200	Mathematics for Business and Economics		3
SPC 102	Speech Communication		3
ENG 103	Writing for Effective Communication		3
<i>Liberal Arts Electives</i>			39
<i>Other Electives</i>			11
<i>Total</i>			128

## **Accounting Course Offerings**

*The following courses will be offered during either the 2005–2006 or the 2006–2007 academic year—including Summer, Fall, Intersession, and/or Spring semesters/sessions/trimesters on both the Brooklyn and Suffolk Campuses, unless otherwise noted. Not all of these courses will be available at night or on weekends on both campuses. Consult the Arts and Sciences Catalogue and the semestral schedule of courses for more specific information including the Suffolk Campus Weekend College Trimester Program. Courses marked with an asterisk are applicable to the liberal arts requirements of the curriculum.*

### **ACC 110 PRINCIPLES OF ACCOUNTING (HA 110)**

A study of accounting principles to enable the student to understand the preparation of financial statements. The course covers a study of the accounting cycle, the recording process, accounting systems and controls. The course will require the preparation of a practice set in addition to the assigned problems.

3 hours a week, 1 semester, 3 credits.

### **ACC 200 FUNDAMENTALS OF FINANCIAL ACCOUNTING (HA 200)**

This course is an introduction to the field of accounting and to the development and use of financial accounting information in the business world. This course emphasizes accounting techniques and procedures, accounting theory, and interpretation and use of accounting information. Topics include financial statements preparation, merchandising accounting, systems and controls, financial assets, plant assets, corporate accounting and financial statement analysis.

3 hours a week, 1 semester, 3 credits.

### **ACC 211 FINANCIAL ACCOUNTING**

A continuation of the study of accounting principles used in the preparation of financial statements. The course also covers the Statement of Cash Flows and analysis of financial statements

*Prerequisite:* ACC 110 or ACC 200

3 hours a week, 1 semester, 3 credits.

## ACC 212 INTERMEDIATE ACCOUNTING I

The underlying concepts and principles of financial accounting; interpretation and application of the pronouncements of accounting bodies such as FASB, AICPA, SEC, and CASB.

*Prerequisite:* ACC 211

3 hours a week, 1 semester, 3 credits.

## ACC 213 INTERMEDIATE ACCOUNTING II

A continuation of Intermediate Accounting I emphasizing a critical study of current accounting theory and analysis of financial statements, long term liabilities, paid-in capital, retained earnings, and reserves.

*Prerequisite:* ACC 212

3 hours a week, 1 semester, 3 credits.

## ACC 215 PRINCIPLES OF FEDERAL TAXATION

A study of the Federal Revenue system, tax statutes, and the preparation of individual tax returns. The Internal Revenue Code and regulations along with court decisions are studied and particular attention is given as to how tax planning for individuals is affected. The case problem method is used, with the objective that the student be trained to cope with the tax problems encountered by an individual.

*Prerequisite:* ACC 213

3 hours a week, 1 semester, 3 credits.

## ACC 216 ADVANCED FEDERAL INCOME TAXES

A study of Federal tax statutes and the preparation of partnership, corporation, estate, gift and trust returns. A study of securities transactions, pension and profit sharing plans, stock options and foreign income taxation. The case problem method is used with the objective that the student be trained to cope with the tax problems of business.

*Prerequisite:* ACC 215

3 hours a week, 1 semester, 3 credits.

## ACC 241 COST ACCOUNTING

To familiarize the student with production and process cost accounting systems. Includes studies in job cost, process cost, and standard cost systems. Cost behavior and cost-volume-profit analysis is studied along with budgeting and cost finding tools and techniques. The course will require the preparation of a practice set in addition to the assigned problems.

*Prerequisite:* ACC 200

3 hours a week, 1 semester, 3 credits.

## ACC 242 ADVANCED ACCOUNTING I

(Formerly ACC 240)

A study of advanced accounting problems in areas such as consolidations, corporate mergers and acquisitions and partnerships operations and liquidations.

*Prerequisite:* ACC 213

3 hours a week, 1 semester, 3 credits.

### ACC 317 PRINCIPLES OF AUDITING

An introduction to generally accepted auditing standards adopted by the AICPA and releases by the Securities and Exchange Commission in conjunction with an expression of an opinion by independent public accountants. Attention to the ethics of the profession of public accounting and the study of internal control.

*Prerequisite:* ACC 242

3 hours a week, 1 semester, 3 credits.

### ACC 318 ACCOUNTING THEORY AND CURRENT ACCOUNTING DEVELOPMENTS

An analysis of current accounting theory and literature. Particular attention is paid to the application of GAAP and AICPA Professional Standards and to financial accounting engagements.

*Prerequisites:* ACC 213 and ACC 241

3 hours a week, 1 semester, 3 credits.

### ACC 320 ACCOUNTING INFORMATION SYSTEMS AND E.D.P. AUDITING

A study of accounting information systems and their application to accounting and auditing.

*Prerequisites:* COM 140 and ACC 317

3 hours a week, 1 semester, 3 credits.



## ***Bachelor of Science in Organizational Management***

Eileen White-Jahn, Ph.D., Chairperson

George Fasano, M.B.A., C.P.A., Associate Chairperson

Rupert Campbell, M.B.A., Associate Chairperson for Organizational Management, School of Adult and Professional Education

Designed to foster career and educational advancement, the Bachelor of Science degree in Organizational Management provides working adults with knowledge and skills pertaining to management, organizational behavior, and human resources for the purposes of promoting managerial effectiveness and the enhancement of human performance in organizations. It is a flexible degree that builds upon prior learning and life experience. In order to be admitted to the program, adults would typically be employed in a full-time position and would have substantial work experience involving supervision, program development, specialized training, considerable responsibility, and/or independent judgment. A minimum of 21 credits from Required and/or Elective Business Courses must be taken at St. Joseph's College (MAT 151 may be applied toward this requirement). B.S. degrees in Business Administration and Accounting are offered through the School of Arts and Sciences; consult an admissions counselor.

<i>Required Business Courses</i>		<i>Credits</i>
BUS 100	Process of Management	3
MAT 151	Fundamentals of Statistics	3
BUS 130	Organizational Behavior	3
BUS 230	Human Resources Management	3
BUS 232	Labor Relations	
or		
BUS 235	Human Resources Law	3
BUS 471	Research Seminar in Organizational Management	3
<i>Elective Business Courses</i>		
(From Accounting; Management; Marketing; Economics and Finance; Business Law; business courses in Computer, and Mathematics; and GS 423 and GS 424)		12
<i>Additional Required Courses</i>		
COM 140	Microcomputer Applications I	
or		
COM 141	Microcomputer Applications II	3
PHI 160	Introduction to Ethics	
or		
PHI 268	Ethics and Business	3
GS 110	Portfolio and Career Development Seminar	3
GS 400	Adults in Transition	
or		
GS 404	Administration and the Liberal Arts	3
GS 401	Problem Solving for Professionals	3
GS 402	Critical Thinking for Professionals	3
ENG 103	Writing for Effective Communication	3
<i>Liberal Arts Electives</i>		36–39
<i>Other Electives</i>		38–41
<i>Total</i>		128

The Department reserves the right to require an additional English writing course(s) at any point in a student's program if deemed appropriate based on the student's writing level.

### ORGANIZATIONAL MANAGEMENT ONLINE PROGRAM (OMOP)

The Bachelor of Science in Organizational Management is offered in the online format within the School of Adult and Professional Education. This online degree program has been designed for working adults with busy or variable schedules or those who are unable to attend classes at the College.

Participating in OMOP will afford individual students the opportunity for continuous involvement with faculty and other students, exploring topics that relate to their lives and their work, with the aim of fostering authentic learning. The program builds on prior learning and experience, while fostering self-direction and respecting individual learning styles.

In order to participate in OMOP, adults would typically be employed in a full time position and will have substantial work experience involving supervision, program development, specialized training, considerable responsibility, and/or independent judgment. Students who succeed in online courses are highly motivated, organized, and self-disciplined. Online learning is an active experience that requires students to make a commitment to consistent involvement in their courses. Additional information about OMOP can be found at [www.sjcny.edu/omop](http://www.sjcny.edu/omop).

### **Business Course Offerings**

*The following courses will be offered during either the 2005-2006 or the 2006-2007 academic year—including Summer, Fall, Intersession, and/or Spring semesters/sessions/trimesters on both the Brooklyn and Suffolk Campuses, unless otherwise noted. Not all of these courses will be available at night or on weekends on both campuses. Consult the Arts and Sciences Catalogue and the semestral schedule of courses for more specific information including the Suffolk Campus Weekend College Trimester Program. Courses marked with an asterisk are applicable to the liberal arts requirements of the curriculum.*

#### BUS 100 PROCESS OF MANAGEMENT

An introduction to the business decision-making process through the study of the theory and practice of management. The manager's tasks—planning, organizing, directing and controlling—are reviewed through reading and case studies. The student is introduced to the concept of strategic planning, and in line with today's emphasis on productivity, particular attention is paid to human resources and motivation.

(Not to be taken by students who have taken HA 481.)

3 hours a week, 1 semester, 3 credits.

## BUS 120 MACROECONOMICS\*

(ECO 120)

National economic policy; inflation and unemployment in the business cycle; output and income determination; government expenditures and receipts; fiscal policy and monetary policy; Federal Reserve System and the banking system; variations in stabilization policy; the impact of capital-labor relations.

3 hours a week, 1 semester, 3 credits.

## BUS 130 ORGANIZATIONAL BEHAVIOR

(HA 130)

An introduction to the study of management theory concerning human behavior in formal organizations. The student is given the opportunity to test theories through the analysis and discussion of a series of case studies.

(*Suggested antecedent course:* BUS 100 or HA 481)

3 hours a week, 1 semester, 3 credits.

## BUS 150 BUSINESS LAW I

Introduction to the legal environment of business. General survey of the legal system, courts and procedures. Study of the law of contracts, agency, partnership and corporations. The course uses the case and text method.

3 hours a week, 1 semester, 3 credits.

## BUS 151 BUSINESS LAW II

A continuation of Business Law I. Personal property, bailments, sales, commercial paper, creditors' rights, real property, secured transactions and regulations of business.

*Prerequisite:* BUS 150

3 hours a week, 1 semester, 3 credits.

## BUS 161 INTERNATIONAL ECONOMIC PROBLEMS\*

(ECO 161)

Survey of current problems covering international trade, international finance, the relations between technologically advanced and less-developed nations, and various international institutions and markets for the promotion of sustainable economic growth. Focus on current issues in international economic policy.

3 hours a week, 1 semester, 3 credits.

## BUS 200 MARKETING

A study of the importance of marketing to society and to the economy, and its pivotal role in the business and non-profit sectors. The course provides a firm foundation in marketing principles and in the strategic marketing planning process.

3 hours a week, 1 semester, 3 credits.

## BUS 204 MARKETING PROMOTION AND ADVERTISING

An intensive review and study of the promotion and sale of products or services. Both conceptual and applied approaches to such areas as advertising and public relations are used. The student will be required to develop a report on a promotion plan for a product or service.

(*Suggested antecedent course:* BUS 200)

3 hours a week, 1 semester, 3 credits.

## BUS 208 PUBLIC RELATIONS

The study of Public Relations and its role as a communications and marketing tool. Corporate image, external and internal communications, firms' relationships with various organizations explored. Case study analysis and practice in writing press releases and other corporate communications expected.

3 hours a week, 1 semester, 3 credits.

## BUS 210 CONSUMER MOTIVATION AND BEHAVIOR

The examination of consumer motivation and behavior employing the disciplines of Anthropology, Psychology and Sociology. Freud, Skinner, and Maslow's theories are utilized. The purpose of the course is to enable the student to understand what motivates the consumer to buy and why.

(*Suggested antecedent course:* BUS 200)

3 hours a week, 1 semester, 3 credits.

## BUS 214 SALES MANAGEMENT

The importance of managing the creative selling function including tele-marketing missionary sales, prospecting and qualifying prospects, territory management, role ambiguity, evaluating of sales performance, the establishment of standards, and motivating a sales force.

*Prerequisites:* BUS 100 and BUS 200

3 hours a week, 1 semester, 3 credits. Not offered in Brooklyn.

## BUS 219 PRINCIPLES OF FINANCE

(Formerly BUS 125)

A survey of the role of finance in business management. Major areas of study include an examination of financial markets, financial organization of business entities, analysis of budgets, credit, equity, and debt financing, cash flow requirements, break-even analysis, the use of corporate securities in capitalization and asset management.

*Prerequisites:* BUS 100 and ACC 200

3 hours a week, 1 semester, 3 credits.

## BUS 221 LABOR ECONOMICS\*

(ECO 221)

A study of the political economy of labor market demand and supply, the labor process and the philosophic foundations of various theories of labor. The course surveys the historical and current problems of labor organization and unions as well as the impact of race, gender and class on labor and income distribution.

*Prerequisite:* BUS 120 or BUS 226

3 hours a week, 1 semester, 3 credits.

## BUS 222 STATISTICS

(ECO 222)

Collection and tabulation of statistical data. Simple correlation and regression analysis. Probability. Random variables. Normal distribution. Sampling and sampling distributions. Statistical inference. Use of Microsoft Excel, a spreadsheet program, integrated into the course.

*Prerequisite:* MAT 113 or MAT 200

3 hours a week, 1 semester, 3 credits.

## BUS 223 MONEY AND BANKING

(ECO 223)

The roles of money and credit, financial markets and institutions, and central banking in the U.S. economy. The banking system and its relationship with the Federal Reserve System, as well as international banking issues and problems, will also be analyzed and explored.

3 hours a week, 1 semester, 3 credits.

## BUS 226 MICROECONOMICS

(ECO 226)

Marginal analysis of demand and supply, the individual firm, and market microstructure. Consumer behavior and producer behavior. Alternative models of price determination and profit maximization. The relation between input and output markets

3 hours a week, 1 semester, 3 credits.

## BUS 230 HUMAN RESOURCES MANAGEMENT

(HA 230)

A review of the theory of the effective management of human resources. The students examine employer-employee relations in such areas as equal employment opportunity practices, training and evaluation methods, compensation and reward or motivational programs, legal and regulatory requirements and the role of collective bargaining. The course utilizes the case method supplemented with an assigned text.

*(Suggested antecedent course:* BUS 100 or HA 481)

3 hours a week, 1 semester, 3 credits.

## BUS 232 LABOR RELATIONS

A study of organized labor and its impact on the firm's management and business strategy. Active student participation is expected in the discussion of the collective bargaining process and the issues arising from the creation and administration of the collective bargaining agreement. The rights of management in directing the workforce versus the rights of employees as expressed in the contract are explored. Selected cases involving such issues as technological change, job assignments, wage structure, grievance procedure, production standards, and the role of the arbitrator will be utilized.

*Prerequisite:* BUS 230

3 hours a week, 1 semester, 3 credits.

## BUS 235 HUMAN RESOURCES LAW

(HA 235)

(Formerly BUS/HA152)

A study of the legal concepts affecting the employer-employee relationship within organizations. Federal and State statutes/regulations and judicial decisions will be explored as they relate to the following: recruiting, hiring, and placement; compensation; training, promotion, and transfer; discipline and termination; affirmative action; retirement and benefits; performance appraisal; discrimination; safety and health; and unions and collective bargaining.

*Prerequisite:* BUS/HA 230

3 hours a week, 1 semester, 3 credits.

## BUS 275 INTERNATIONAL BUSINESS

This course presents students with a global view of contemporary business. Techniques used by businesses to engage in international commerce are studied in conjunction with the cultural, social, economic, geographic, and political factors which affect the success of international business activities. Specific topics of study include international trade theories, global economic associations, the foreign exchange market, importing, exporting, global production systems, international marketing, and the assessment of the potential of specific international markets.

*Prerequisites:* BUS 120 and BUS 200

3 hours a week, 1 semester, 3 credits.

## BUS 284 BUSINESS IN CYBERSPACE

This course explores all of the aspects of electronic/internet commerce. The field is evolving rapidly, and students read the latest materials. However, the main approach of the course is experiential. Students do hands-on exercises and explorations that develop their appreciation for the present electronic commerce environment, and also for what is likely to happen in the future.

*Prerequisites:* BUS 200 and COM 140

3 hours a week, 1 semester, 3 credits.

## BUS 285 PRINCIPLES OF ENTREPRENEURSHIP

A course that examines how entrepreneurs search for innovative opportunities both within an organization and as a new enterprise. The student will utilize existing knowledge, and gain an understanding of the protocols and mechanisms needed to bring a product or service to market. Writing a business plan is an integral part of the course.

*Prerequisites:* BUS 200, BUS 219 or ACC 242, BUS 150

3 hours a week, 1 semester, 3 credits. Not offered regularly.

## BUS 302 RETAIL MANAGEMENT

(Formerly BUS 202)

A study of the marketing of goods and services to the final customer. Topics include the structure of contemporary American retailing assortment planning, inventory control, customer service, price, promotion and location strategies, international retailing, and the interrelationship of retailing, society, and the economy.

*(Suggested antecedent course:* BUS 200)

3 hours a week, 1 semester, 3 credits.

## BUS 306 MARKETING RESEARCH

(Formerly BUS 206)

A study of the various research methodologies used in solving marketing research problems. Includes Research Design and Data Collection Methods (surveys, questionnaire design, sampling) to enable the student to make the best possible decision in exploring solutions to marketing problems and opportunities. A complete Marketing Research report is required.

*Prerequisites:* BUS 200 and MAT 151

3 hours a week, 1 semester, 3 credits.

## BUS 315 PRINCIPLES OF INVESTMENTS

(Formerly BUS 225)

An examination of various facets of investment management. Topics studied include the analysis of equity and debt securities, portfolio construction and management for varying objectives, mutual funds, performance measurement, the functioning of the securities markets, and socially responsible investing.

3 hours a week, 1 semester, 3 credits.

## BUS 324 ADVANCED MANAGERIAL FINANCE

(Formerly BUS 224)

This course examines in detail the cost of capital, leverage, dividend policy, management of working capital, long term financing and expansion or failure of corporations.

*Prerequisite:* BUS 219

3 hours a week, 1 semester, 3 credits.

## BUS 362 INTERNSHIP IN BUSINESS

A course designed to give an Organizational Management major the opportunity to experience a formal business environment as an application of the principles studied in the various business disciplines. A member of the Organizational Management faculty will plan the program with the student, supervise its implementation and relate to the representative of the business firm acting as liaison.

*Prerequisite: Student must be a junior or senior Organizational Management major with an average of 2.7. Permission of the department chairperson is required. Internship will be offered upon request.*

2–6 credits maximum.

## BUS 370 ADVANCED HUMAN RESOURCES MANAGEMENT (HA 370)

This course is designed to analyze and explore current issues of significance related to the utilization and development of personnel. Students will be directed to undertake case studies on selected topics from the following areas: planning and staffing, performance appraisal and evaluation, training and development, labor relations and personnel law, and quality of worklife. Where appropriate, cases and investigations will be regionally based.

*Prerequisites: BUS 230 and BUS 235*

3 hours a week, 1 semester, 3 credits.

## BUS 380 INTERNATIONAL BUSINESS SEMINAR: THE EUROPEAN UNION

A ten to fourteen day on-site study of the European Union at the Union's Brussels headquarters and in selected member countries. The impact of "fortress Europe" on its members and trading partners will be examined. Students will observe the banking, investment, manufacturing, and retail communities in member countries and have the opportunity to experience the cultural life of each country visited. Nine hours of classroom discussion precede the visit. A research project is due one month after return. (Additional fee for travel expenses, etc.)

*Prerequisite: BUS 200 or approval of the instructor*

1 semester, 3 credits.

## BUS 471 RESEARCH SEMINAR IN ORGANIZATIONAL MANAGEMENT\*

A capstone research course for students pursuing the Organizational Management major, it is designed to permit students to do an investigation into an area of their interest. Students are expected to employ research methodologies in the preparation of a paper appropriate to their major.

*For students pursuing degrees in Organizational Management or in General Studies with Management or Human Resources Certificates.*

*Prerequisites: BUS 100, MAT 151, ENG 103*

3 hours a week, 1 semester, 3 credits.



## **Additional Course Offerings**

*In addition to the courses listed below, the School of Arts and Sciences offers an array of liberal arts and other courses. For these, consult the Arts and Sciences Catalogue.*

*The following courses will be offered during either the 2005–2006 or the 2006–2007 academic year—including Summer, Fall, Interession, and/or Spring semesters/sessions/trimesters on both the Brooklyn and Suffolk Campuses, unless otherwise noted. Not all of these courses will be available at night or on weekends on both campuses. Consult the Arts and Sciences catalogue and the semestral schedule of courses for more specific information, including the Suffolk Campus Weekend College Trimester Program. Courses marked with an asterisk are applicable to the liberal arts requirements of the curriculum.*

### **ART 163 CRAFTS AS AN ART FORM I\***

An introduction to craft techniques that encourage creative expression as well as an understanding of the cultural history behind the forms. A variety of media may be used including clay, mosaic, enamel, textile, glass, and/or wood.

3 hours (studio) a week, 1 semester, 3 credits.

### **ART 173 PHOTOGRAPHY WITHOUT A DARKROOM\***

An exploration of photography that concentrates on making good photographs, emphasizing composition and content. Traditional 35mm film cameras with laboratory processing. Simple studio lighting and portrait photography. Digital photography with PhotoShop manipulation. Alternative techniques: pinholes, Polaroid image and emulsion transfers, altered photocopies.

3 hours (studio) a week, 1 semester, 3 credits.

### **ART 183 DRAWING I\***

An introduction to the skills and creative possibilities of drawing. This course is designed to enable the students to discover and develop their own unique styles and expressive qualities. Group discussion and analysis develops a critical awareness of the work of others as well as their own.

3 hours a week, 1 semester, 3 credits.

### **ART 184 PAINTING I\***

Varied techniques, materials and approaches to painting are explored to develop and expand the students' capabilities and modes of expression.

3 hours a week, 1 semester, 3 credits.

### **ART 185 ART AS COMMUNICATION\***

An introduction to the fine and functional arts. Analysis of how the painter, sculptor and architect use art elements and materials as a means of expression and communication. Discussion of the relationship of art to human needs and the role of art in daily life: the community, school, home and religion. Studio projects and illustrated lectures. Studio Fee.

3 hours a week, 1 semester, 3 credits.

### ART 186 CERAMICS I\*

A basic course in methods of working with clay including firing and glazing techniques. Emphasis will be given to the development of good structural form and decorative design.

3 hours a week, 1 semester, 3 credits.

### ART 263 CRAFTS AS AN ART FORM II\*

A more advanced exploration of one or more crafts in which the student pursues an individual, indepth and personal approach to the craft form.

*Prerequisite:* ART 163 or departmental approval.

3 hours (studio) a week, 1 semester, 3 credits.

### ART 265 INTRODUCTION TO GRAPHIC DESIGN\*

Challenging projects will evolve from a basic understanding of graphic software including Adobe Photoshop, PageMaker, Illustrator or Quark XPress and the principles of graphic design.

3 hours a week with additional studio time, 1 semester, 3 credits. Not offered in Brooklyn.

### ART 267 DESIGN WORKSHOP\*

A basic course with individual projects to suit career needs. Preparation for exhibitions, planning publicity, advertising brochures and posters. Students will use the computer and laser printer in the production of their campaigns.

*Prerequisite:* COM 140 or Dean's approval.

3 hours a week, 1 semester, 3 credits.

### CHE 125 AN INVESTIGATION INTO FORENSIC SCIENCE\*

Forensic science is a significant element in the process of solving crimes. Careful analysis of material at or from the crime scene requires knowledge of various sciences, and chemistry is integral to most investigations. A non-science major will find the application of chemical principles to the characteristics of soil, fiber, paint, body fluids, explosives, fingerprints, drugs, and other forensic evidence of comtemporary importance.

2 lecture hours, 2 lab hours per week, 1 semsester, 3 credits.

### DAN 101 TECHNIQUE AND SOURCES OF MODERN DANCE I\*

A comprehensive course designed to provide students with an understanding of both the physical and creative aspects of dance. Emphasis on movement training in modern dance techniques. An introduction to dance as an art form: history and criticism, elements of choreography, the relationship of dance to other arts.

3 hours a week, 1 semester, 3 credits. Not offered in Suffolk.

### DAN 103 DANCE THROUGH THE AGES\*

An overview of the historical and social aspects of dance from primitive culture to the present day. Various forms of dance will be performed. In addition, the development of dance as an art form will be studied through dancing, literature, film, and video. Students are also introduced to dance notation as a tool for understanding and writing about dance. Previous dance experience not required.

3 hours a week, 1 semester, 3 credits. Not offered in Suffolk.

### EDU 180 SELF EXPLORATION AND CAREER SEARCH I

An interdisciplinary approach to expanding the knowledge of oneself in relation to the choice of a career. Sources of information include the evaluation of one's values, skills, aptitudes and abilities and how they pertain to a future profession.

(Not to be taken by students who have or will be taking GS 110.)

1 hour a week, 1 semester, 1 credit.

### EDU 181 CAREER SEARCH II

An interdisciplinary approach to career possibilities and the skills needed to secure employment in today's market. Resume preparation, professional correspondence, the application process and interviewing skills are included.

(Not to be taken by students who have or will be taking GS 110.)

1 hour a week, 1 semester, 1 credit.

### ENG 102 BASIC WRITING SKILLS\*

Geared to the needs of the professional, this course is an introduction to the basic principles of effective writing. Special attention is given to spelling, punctuation, tenses, cases, agreement, subordination, categorization, and modification. Idiomatic expression, vocabulary development, dictionary skills, sentence structure, and paragraph construction are stressed. Competence in all these areas is required.

3 hours a week, 1 semester, 3 credits. Not offered in Suffolk.

### ENG 103 WRITING FOR EFFECTIVE COMMUNICATION\*

Analysis and application of the principles of effective writing. Skill development in the performance of various writing tasks with attention to business communication. Research techniques also implemented.

(To be completed within first 18 credits of program.)

3 hours a week, 1 semester, 3 credits.

### ENG 109 ANALYTICAL WRITING\*

Emphasis on logical progression, clarity, analysis, and illustration in writing. Attention to grammar, sentence and paragraph structures, punctuation, and usage as a backdrop to effective exposition, argumentation, and editing of written material.

3 hours a week, 1 semester, 3 credits.

### ENG 110 COMMUNICATION FOR PROFESSIONALS\*

This course is designed to provide students with communication theories and proficiencies needed in professional organizations. Students will study the structural principles of this type of communication and its specialized writing techniques and formats, strengthen critical and editing skills, polish grammar and vocabulary, examine verbal and non-verbal communication modes, develop expertise in speaking and listening effectively.

3 hours a week, 1 semester, 3 credits.

### ENG 115 THE SHORT STORY\*

Definition, characteristics, developmental history, and stylistic trends of the short story as a literary form in different cultural traditions. Reading and interpretation of representative modern short stories both in English and in translation.

3 hours a week, 1 semester, 3 credits.

### ENG 119 A RAINBOW OF VOICES\*

This course explores the ethnic richness which characterizes American literary history. Emphasis is placed on African-American, Native-American, and Asian-American literature, as well as on the Chicano and Puerto-Rican contributions to this complex and yet closely woven tapestry.

3 hours a week, 1 semester, 3 credits. Not offered in Brooklyn.

### ENG 256 THE BIBLE AS LITERATURE\*

A study of the historical development of the Bible; literary analysis of selections from the Old Testament with emphasis on poetic and narrative elements.

3 hours a week, 1 semester, 3 credits.

### ENG 261 AFRICAN AMERICAN LITERATURE\*

A study of the contributions of the African-American community to the literature of the United States. The course will include folktales, the lyrics of spirituals, gospel and jazz compositions, slave narratives, works from the Harlem Renaissance and works of major writers such as Frederick Douglass, Harriet Jacobs, Langston Hughes, Zora Neale Hurston, Ralph Ellison, James Baldwin, Toni Morrison, Alice Walker.

3 hours a week, 1 semester, 3 credits.

## GS 110 PORTFOLIO AND CAREER DEVELOPMENT SEMINAR

A course designed to facilitate the assessment of prior learning for the purpose of composing and constructing an experiential portfolio. The assessment process consists of individualized exercises designed to help the student identify acquired skills and competencies and culminates in relating these to coursework as well as to career goals. Emphasis is placed on career planning, exploration, and development. This course is required of all students seeking prior experiential learning assessment credit. Students must take the GS 110 Portfolio and Career Development Seminar before their last semester. In order to register for the Seminar, students must be fully matriculated, have earned 36 credits toward their program at St. Joseph's or elsewhere, have attained a 2.5 index (2.0 for students entering St. Joseph's before Spring 1997), have met with a P.E.L.A. advisor, and have obtained the advisor's written approval. Deadlines for application are July 15 for Fall and December 15 for Spring. The P.E.L.A. Coordinator reserves the right to limit students' programs during the semester in which the students are enrolled in the Seminar.

*Prerequisite:* ENG 103

3 hours a week, 1 semester, 3 credits. Pass/No Credit.

## GS 400 ADULTS IN TRANSITION\*

Designed for adults, this seminar has two interrelated goals: 1) to provide the opportunity for self-exploration and understanding, and 2) to support the development of a life, career, and educational plan. Selected readings and exercises will focus on adult issues such as adult development through the life cycle, transitions, career exploration and development, life pattern differences between men and women, values, and the creation of meaningful, realistic personal goals.

3 hours a week, 1 semester, 3 credits. Pass/No Credit.

## GS 401 PROBLEM SOLVING FOR PROFESSIONALS\*

This course focuses on the methodology of problem solving. Emphasis is placed on the application of various problem-solving models to life experience problems as well as to professional problems. Students will be asked to contribute problems from their own experience for analysis.

3 hours a week, 1 semester, 3 credits.

## GS 402 CRITICAL THINKING FOR PROFESSIONALS\*

The goal of this course is to teach students the analytical skills necessary for the assessment and evaluation of arguments, reports, newspaper articles, and editorials as well as the application of these skills to the decision-making process attending their professional activities.

3 hours a week, 1 semester, 3 credits.

## GS 404 ADMINISTRATION AND THE LIBERAL ARTS\*

(HA 404)

This course, designed for management and health administration majors, focuses on the relationship between the liberal arts and the issues related to administration. With perspectives provided by the social sciences and the arts and humanities, this course explores the rise of the management dynamic; the growth of technology and industrial power; administrative styles; the effect of corporate and organizational life on the individual and society; the conflict between power and responsibility.

(*Suggested antecedent course:* BUS 100 or HA 481)

3 hours a week, 1 semester, 3 credits.

## GS 423 PRINCIPLES OF TRAINING AND STAFF DEVELOPMENT

(CHA 423)

(Formerly Staff Development Management and Methods of Teaching I)

This course provides a survey of the methods used in the training and career development of employees in the service of individual and organizational effectiveness. Central to the course is its focus on planning, designing, and implementing an overall training and development effort for an organization.

3 hours a week, 1 semester, 3 credits.

## GS 424 TRAINING AND DEVELOPMENT TECHNIQUES

(CHA 424)

(Formerly Staff Development Management and Methods of Teaching II)

This course focuses on conducting a specific training and development program, including developing a needs analysis, creating program objectives, selecting an appropriate teaching methodology, identifying instructional aids, and developing an evaluation instrument.

3 hours a week, 1 semester, 3 credits.

## GS 427 SPECIAL TOPICS

This course provides students with the opportunity to participate in a focused exploration of a current topic pertaining to their field. Students may not earn more than 2 credits by taking Special Topics coursework.

1 hour a week, 1 semester, 1 credit.

## GS 468 PRACTICUM IN TRAINING AND STAFF DEVELOPMENT

(CHA 468)

(Formerly Practicum in Health Staff Development)

A supervised internship in training and staff development is made available to students on an individual basis. Approval required. Placements are arranged by students and instructor.

*Prerequisites:* Required courses for the Certificate in Training and Staff Development.

Hours to be arranged. Typically no evenings or weekends. 3 credits.

### HIS 229 THE AFRICAN-AMERICAN EXPERIENCE\*

A study of the major events and people; and the social, economic, political, and cultural trends that have shaped the African-American experience since 1619.

3 hours a week, 1 semester, 3 credits.

### HIS 276 HISTORY OF NEW YORK: STATE AND CITY\*

An analysis of the history of New York from its Dutch beginnings to the present day. In addition to the study of particular events, issues and individuals of importance to the State's history, the emergence of New York City as a commercial, cosmopolitan center will be examined within the context of the region's overall development.

3 hours a week, 1 semester, 3 credits.

### HIS 335 AMERICAN CIVIL WAR AND RECONSTRUCTION\*

An examination of why the crisis occurred when it did, of the main actors in the tragedy, and of the short and long range consequences of the War between the States.

3 hours a week, 1 semester, 3 credits.

### MAT 111 COLLEGE ALGEBRA\*

Properties of numbers and expressions; linear and quadratic equations; systems of equations; exponents and logarithms; functions; linear, quadratic, polynomial, exponential and logarithmic.

*Not open to students who have completed MAT 113 or students with credit for any 200 level math course.*

3 hours a week, 1 semester, 3 credits.

### MAT 151 FUNDAMENTALS OF STATISTICS\*

An introduction to statistics, including probability, sampling distributions, correlations, predictions, and hypothesis testing.

3 hours a week, 1 semester, 3 credits.

### MAT 200 MATHEMATICS FOR BUSINESS AND ECONOMICS

This course includes the study of matrices, linear programming, the simplex method and the mathematics of finance. Basic business applications of precalculus mathematics will be discussed.

*Prerequisite:* MAT 111 or MAT 113 or equivalent.

Not open to students who have completed MAT 205.

3 hours a week, 1 semester, 3 credits.

### MAT 203 MATHEMATICAL FOUNDATIONS OF COMPUTER SCIENCE

The emphasis will be on algorithmic problem solving and discrete mathematical concepts including logic, sets, Boolean algebra, relations, functions, induction and recursion, counting principles and combinatorics, graphs and trees. Use of the computer as a problem-solving tool will be integrated with the theory. Fundamental algorithms including sorting, searching, and the tree traversal will be introduced.

*Prerequisite:* MAT 111 or MAT 113 or equivalent.

4 hours a week, 1 semester, 4 credits.

### MUS 100 THE UNDERSTANDING AND ENJOYMENT OF MUSIC\*

A course in perceptive listening. Study of the various forms and styles in the musical literature from the Medieval to the Contemporary period. Illustrative recordings and videos to supplement the lectures. Required attendance at one concert.

3 hours a week, 1 semester, 3 credits.

### MUS 205 JAZZ\*

A survey of the evolution of jazz from its African origins to major contemporary styles; emphasis on harmonic, melodic and rhythmic development; techniques of improvisation and style; analysis of major performers.

3 hours a week, 1 semester, 3 credits.

### PHI 160 INTRODUCTION TO ETHICS\*

What are the sources of morality? What makes an action right or wrong? What constitutes "the good life?" This course will explore these questions and examine related issues such as absolutism vs. relativism, objectivism vs. subjectivism, rules vs. outcomes. General theories will be applied to specific ethical dilemmas through discussion.

3 hours a week, 1 semester, 3 credits.

### PHI 268 ETHICS AND BUSINESS\*

This course will examine the relation between ethical theory and business decisions, practices, and policies. The meaning of ethics will be discussed, and differences between morally right and other criteria of right action will be explored. Theory analysis and case studies will enable the student to make informed and intelligent value judgments concerning such issues as truth in advertising, affirmative action, profit motive, pollution, rights and responsibilities of workers.

3 hours a week, 1 semester, 3 credits.

### PSY 100 INTRODUCTION TO PSYCHOLOGY\*

A broad introduction to the concepts, methodology and major content areas of psychology designed to provide the student with a scientific basis for understanding human behavior.

3 hours a week, 1 semester, 3 credits.

### PSY 150 GROUP DYNAMICS AND COMMUNICATION\* (CHS150)

A theoretical introduction to small group processes, with an emphasis on the relationship between groups and the individual, and the communication process. Students participate in small group exercises as part of the course requirements.

3 hours a week, 1 semester, 3 credits.

### PSY 180 PSYCHOLOGY OF WOMEN\*

Examination of the biological, social and cultural influence on the psychological development of women. Focus on the vital issues which modern women face daily in a rapidly changing world.

3 hours a week, 1 semester, 3 credits. Not offered in Brooklyn.



### PSY 261 PSYCHOLOGY OF PERSONALITY\*

A survey of the major contemporary theories of personality and the important applications associated with each theoretical approach.

*Prerequisite:* PSY 100

3 hours a week, 1 semester, 3 credits. Not offered in Brooklyn.

### PSY 271 ABNORMAL PSYCHOLOGY\*

An examination of the diagnostic classifications of abnormality with an emphasis on causation and treatment.

*Prerequisite:* PSY 100

3 hours a week, 1 semester, 3 credits. Not offered in Brooklyn.

### POL 203 POLITICAL AND CIVIL RIGHTS\*

A study of the nature and practice of political and civil rights, with an emphasis placed upon the study of contemporary controversies, such as hate speech, separation of church and state, and the rights of the accused. Special attention will be paid to the interaction of political and judicial processes.

3 hours a week, 1 semester, 3 credits.

### RS 151 CONTEMPORARY APPROACHES TO MORALITY\*

A survey of the principal trends in moral theology, tracing these trends from their biblical roots to the new insights of modern scholars.

3 hours a week, 1 semester, 3 credits. Not offered in Brooklyn.

### RS 168 THE SACRED QUEST - A STUDY OF WORLD RELIGIONS\*

The religions of the world provide a great record of humanity's quest for the sacred in thought, ritual and artistic expression. From the earliest times of pre-history down to the present day, people have expressed their deepest convictions about the universe, about the great issues of life, and about the sacred in worship and in creed. This course will attempt to study some of the varied expressions of humanity's religious impulse through the various religious traditions that have developed in different cultures at different times.

3 hours a week, 1 semester, 3 credits.

### SOC 100 INTRODUCTORY SOCIOLOGY\*

An introduction to sociology through a study of the basic concepts used in sociological analysis, particularly culture, types of social groups, processes of interaction, social class, population traits and trends.

3 hours a week, 1 semester, 3 credits.

### SOC 158 CRIMINAL JUSTICE ADMINISTRATION\*

An overview of the history, structure and function of the police, prosecutor, judicial and correctional organizations, and their interrelatedness. Through readings and Supreme Court cases, policy issues such as sufficient evidence, use of discretion and legal concerns will be discussed.

*Prerequisite:* SOC 100

3 hours a week, 1 semester, 3 credits.

### SOC 243 CRIMINOLOGY\*

An examination of sociological concepts, theories, and perspectives regarding the study of crime. Topics include: the amounts and trends of crime; theoretical explanations; policies of crime control.

*Prerequisite:* SOC 100

3 hours a week, 1 semester, 3 credits.

### SOC 244 SOCIOLOGY OF CORRECTIONS\*

An investigation into the various punitive and rehabilitative philosophies and practices employed by the correctional field in dealing with crime and criminality. Topics include: history of corrections; theories of punishment; death penalty, sentencing, effectiveness of rehabilitation, community supervision, and restorative alternatives.

*Prerequisite:* SOC 100

3 hours a week, 1 semester, 3 credits.

### SOC 247 HISPANIC CULTURE AND COMMUNITY\*

(Formerly the Puerto Rican Community)

An examination of the social development and functioning of the Hispanic community. Pertinent sociological themes for discussion include immigration, religion, politics, cultural development, the media, and the family. Special emphasis will be given to the Hispanic communities of the New York area.

*Prerequisite:* SOC 100 or SOC 136

3 hours a week, 1 semester, 3 credits.

### SOC 249 RACE AND ETHNIC RELATIONS\*

An examination of race and ethnic relations in American society, including a discussion of assimilation vs. pluralism, minority status, group tensions, and the dynamics of prejudice and discrimination. The experience of historic and contemporary ethnic groups in New York will be explored.

3 hours a week, 1 semester, 3 credits.

### SOC 310 THE CIVIL RIGHTS MOVEMENT\*

An in-depth study of the movement for civil rights from its origins to the present. The struggle for African American freedom and justice is presented in the context of local and national organizations. Discussion topics include the formation of the NAACP, the New Deal and race, the *Brown* decision and school integration, the Montgomery bus boycott, voter registration, Freedom Summer, black power, student activism and woman activists.

3 hours a week, 1 semester, 3 credits.

### SOC 347 SOCIOLOGICAL THEORY\*

The development and continuities of theoretical concepts and orientations in sociology against the intellectual and social backgrounds of their times. Differing schools of thought and representative works.

*Prerequisite:* SOC 100

3 hours a week, 1 semester, 3 credits.

## SPC 102 SPEECH COMMUNICATION\*

A study of the speech communication process—its basic theories and principles and their application in guided speech experiences, including public speaking, interpretive reading and group discussion.

3 hours a week, 1 semester, 3 credits.

## SPC 115 VOICE AND DICTION\*

Designed for the acquisition of improved pronunciation and articulation. Correct inflection patterns, semantic choices, and vocal projection are studied and practiced.

This course may not be offered for the Core Curriculum.

*Prerequisite:* SPC 102 or advisor's approval.

3 hours a week, 1 semester, 3 credits.

## ADDITIONAL PROGRAMS

### BACHELOR OF SCIENCE IN GENERAL STUDIES

The Bachelor of Science in General Studies offers adults with nontraditional academic backgrounds, as well as those who have had previous college coursework, an opportunity to attain a bachelor's degree through a flexible course of study.

Personalized advisement is the key to this approach. With the assistance and guidance of a trained advisor, students design a program around their strengths, experiences, and aspirations, drawing from the various courses of the College. Many adults pursuing a career change appreciate the flexibility of this degree and continue on to pursue graduate degree programs. Of the 128 credits required for the degree, at least 60 must be in the liberal arts, including ENG 103 Writing for Effective Communication.

The Department reserves the right to require an additional English writing course(s) at any point in a student's program if deemed appropriate based on the student's writing level.

## CERTIFICATE PROGRAMS

### ***Application Procedures***

The certificates offered through the School of Adult and Professional Education have been designed to meet specific needs of adult professionals. An applicant wishing to pursue a degree or certificate program within the School of Adult and Professional Education must be an adult with a high school diploma or its equivalent and be deemed capable of completing the requirements for the degree or certificate. In addition to having met the general admission requirements of the School, students typically have postsecondary education and training and have acquired, through experience, the skills and knowledge appropriate to the degree or certificate. Exceptions to this are made with the approval of the Dean. Additional requirements for majors or certificate programs are indicated in the ***Curricular Offerings*** section of this catalogue. A brief writing exercise may be required of applicants.

### **Conditional Acceptance**

This is a special category of admission for an applicant who has satisfied the requirements to pursue a certificate *but* needs academic skill development. A person in this category will be required to take ENG 102 Basic Writing Skills and GS 401 Problem Solving for Professionals in addition to the courses required for the certificate. The English and Problem Solving courses must be satisfactorily completed before registering for the third certificate course. This English course is offered only at the Brooklyn and Suffolk Campuses. Conditional students must have a 2.0 average before being permitted to take more than 12 hours of coursework at the College. Conditional students must meet with an advisor who will determine the course sequence of the certificate program. (See the **Admissions and Finances** section of this catalogue.)

### **Practicum/Internship Policies**

For several of the certificate programs, a supervised practicum is required. Students wishing to participate in one of these practicums (as well as CHA 466 Internship in the Health Field and BUS 362 Internship in Business, which are not part of a certificate program) are required to submit an application and faculty recommendation(s) to insure that such students are at a point of academic and personal readiness. These materials will be reviewed by the Practicum Coordinator and/or the Department Chairperson. Applications for practicums are available from an academic advisor or the Registrar. Applications must be filed prior to the date in the schedule of classes indicated as “the last date to register without late registration fee.”

In order to be considered for a certificate practicum, students must, in addition, have completed all of the courses in the certificate program. Exceptions to this will require approval by the Practicum Coordinator and/or the Department Chairperson in consultation with the Dean. Students who, as a result of the application and recommendation process, are denied permission to participate in a practicum will not meet the requirements of the certificate program. The decision to deny participation will be made by the Practicum Coordinator and/or the Department Chairperson in consultation with the faculty member(s) who wrote the recommendation(s). When this is one and the same person, that person will consult with an additional faculty member appropriate to the certificate.

Students denied placement in a practicum may appeal this decision to the Dean. The Dean will endeavor to resolve the matter informally, and may consult with additional faculty members regarding the appropriateness of the decision. If the student is not satisfied with the decision rendered by the Dean, the student may submit a written request for a hearing. The hearing will be held within ten school days of receipt of the request. The decision rendered after the hearing will be final.

The College will make every effort to place qualified students to insure successful learning experiences. The College, however, will not be held responsible for problems which result from students who fail to cooperate in arranging satisfactory practicums or from students who do not perform up to the standards of the participating agency or of the College.

Students who are unable to work out satisfactory placements may have the situation reviewed by the Dean. Students who are asked to withdraw from the practicum may appeal the decision to the Dean. If that decision is not satisfactory, the student may request a hearing as noted above.

Depending upon the certificate and requirements of the agency/facility, students may be required to be covered by malpractice insurance or to sign a waiver, holding harmless both St. Joseph's College and the agency/ facility hosting the practicum. Students who do not satisfy this requirement will not be admitted to the practicum. The College reserves the right to require malpractice insurance (as opposed to the waiver) when the nature of the practicum so warrants.

### ***Certificates within B.S. Degrees***

Students who are pursuing a certificate as part of their degree program are encouraged to plan ahead to insure that the certificate coursework is taken in advance of completion of the degree requirements. Inasmuch as not all courses are offered every semester, at times convenient to students' schedules, and/or courses may be cancelled due to low enrollment, the College cannot be held responsible for guaranteeing certificate courses to graduating seniors. It is the responsibility of students to plan their programs carefully and take required coursework when it is offered. Students are reminded that satisfying the requirements for the major and degree is of greater importance than completing a certificate program. In instances where graduating seniors need a course(s) for a certificate, they may return after graduation and complete the coursework at that time.

### ***Grades***

Courses for certificates may not be taken on a Pass/No Credit basis. A cumulative index of a 2.0 with a grade of B or better in the practicum is required for certificates. Students who earn less than a grade of B will not typically be permitted to retake a practicum and will, therefore, not satisfy the requirements for the certificate. Exceptions to this will require approval by the Practicum Coordinator and/or the Department Chairperson in consultation with the Dean. Students who earn below a B in CHS 470 Practicum in Alcoholism and Addictions Counseling I may not register for CHS 471 Practicum in Alcoholism and Addictions Counseling II, or CHS 472 Practicum in Alcoholism and Addictions Counseling III.

### ***Official Records/Fees***

Certificates will not be issued until all official records have been received by the College. There is a certificate fee of \$10 due for each certificate completed. (See the ***Tuition and Fees*** section of this catalogue.)

## ***Certificate in Alcoholism and Addictions Counseling***

This 28 credit certificate is designed to prepare health, human services, and human resources practitioners to provide counseling and referral services to persons affected by alcoholism, drug abuse and dependency.

Courses taken for the Certificate in Alcoholism and Addictions Counseling may be applied toward the B.S. degrees in Community Health and Human Services, Health Administration, and Organizational Management.

St. Joseph's College has been granted Education/Training Provider status (#AI 0016 AL) by the New York State Office of Alcoholism and Substance Abuse Services (OASAS) for the purposes of the Credentialed Alcoholism and Substance Abuse Counselor (CASAC) examination process. For current information on the certificate, consult with an advisor.

<i>Required Courses for Certificate</i>		<i>28 credits</i>
CHS 411	Alcoholism	3
CHS 412	Addictions and Dependencies	3
CHS 419	Alcoholism and Addictions in the Family and Society	3
CHS 444	Principles of Alcoholism and Addictions Counseling	3
CHS 445	Alcoholism and Addictions Evaluation and Treatment Planning	3
CHS 470	Practicum in Alcoholism and Addictions Counseling I	3
CHS 471	Practicum in Alcoholism and Addictions Counseling II	3
CHS 472	Practicum in Alcoholism and Addictions Counseling III	4
ENG 103	Writing for Effective Communication	3

Professional standards of conduct and adherence to the ethical principles of OASAS (such as avoidance of any illegal psychoactive substances or abusing any legal substances, including alcohol and prescription medications) will be required as a precondition for participation in the practicums. In addition, agencies/facilities offering practicums reserve the right to conduct appropriate tests to assure compliance with the foregoing.

*(A minimum of 19 credits toward this certificate must be taken at St. Joseph's College. Approval is necessary before registering for the practicum. Students who earn below a B in CHS 470 may not register for CHS 471, and students who earn below a B in CHS 471 may not register for CHS 472. Approval required to take CHS 470, CHS 471, and CHS 472 concurrently. A cumulative index of 2.0 with a grade of B or better in the practicums is required for the certificate.)*

## ***Certificate in Care Management***

This 12 credit program shows students how to organize and provide services to special populations such as the aging, the mentally ill, and the chronically ill. Working closely with families, care managers form the bridge between the client and the services needed. This certificate will focus on human services expertise while introducing social work care management skills. Typically, students pursuing this certificate would be adults already working in the human services field, specializing in gerontology, child and family welfare, mental health, addictions, or support for the terminally ill.

Courses for the Certificate in Care Management may be applied toward the B.S. in Community Health and Human Services, Health Administration, or General Studies. Organizational Management students may apply this course work to the non-elective portion of their program.

### ***Required Courses for Certificate***

***9 credits***

CHS 457	Introduction to Care Management
CHS 458	Care Management and Community Mental Health
CHS 429	Human Services Delivery System

### ***Elective Courses for Certificate***

***3 credits***

***Choose one of the following:***

CHA 456	Programs and Resources in Aging
CHS 443	Mental Health and Crisis Intervention

### ***Total Required for Certificate***

***12 credits***

***(A minimum of 9 credits toward this certificate must be taken at St. Joseph's College; a cumulative index of 2.0 is required for the certificate.)***

## ***Certificate in Counseling***

This 12 credit certificate is designed to enable Health and Human Services practitioners to apply essential counseling theory and techniques to meet client needs in a variety of institutional settings.

Courses taken for the Certificate in Counseling may be applied toward the B.S. in Community Health and Human Services, Health Administration, or General Studies. Organizational Management students may apply this course work to the non-elective portion of their program.

### *Required Courses for Certificate*

*9 credits*

CHS 440	Principles of Counseling
CHS 441	Counseling Techniques
CHS 443	Mental Health and Crisis Intervention

### *Elective Courses for Certificate*

*3 credits*

*Choose one of the following:*

CHS 230	Emotional/Behavioral Disturbance in Children and Youth
CHS 231	Child Abuse and Neglect
CHS 409	Psychological Factors in Health and Disease
CHS 411	Alcoholism
CHS 412	Addictions and Dependencies
CHS 442	Family Counseling
PSY 261	Psychology of Personality
PSY 271	Abnormal Psychology

### *Total Required for Certificate*

*12 credits*

*(A minimum of 12 credits toward this certificate must be taken at St. Joseph's College; a cumulative index of 2.0 is required for the certificate.)*



## ***Certificate in Criminology/Criminal Justice***

The program is geared towards students interested in the field of criminal justice. Students will receive both theoretical and practical exposure to the system, and will develop widely applicable skills in research design and data analysis.

### ***Required Courses for Certificate***

***24 credits***

SOC 100	Introductory Sociology
SOC 158	Criminal Justice Administration
POL 203	Political and Civil Rights
SOC 243	Criminology
SOC 244	Sociology of Corrections
SOC 347	Sociological Theory
SOC 348	Research Methods +
SOC 350	Applied Statistics (or equivalent) +

+Community Health and Human Services, Health Administration, and Organizational Management students may substitute their required research seminar and statistics courses for SOC 348 and SOC 350.

*(The minimum number of credits toward this certificate which must be taken at St. Joseph's College will be determined by the department; a cumulative index of 2.0 is required for the certificate.)*

## ***Certificate in Gerontology***

Designed for adults pursuing various careers in aging, this 12 credit certificate will provide gerontological knowledge essential to understanding and serving an older clientele. This certificate is particularly well suited for health practitioners who wish to redirect or focus their skills to meet the needs of an aging population.

Courses taken for the Certificate in Gerontology may be applied toward the B.S. in Community Health and Human Services, Health Administration, or General Studies.

### *Required Courses for Certificate* *6 credits*

CHS 451	Gerontology
CHS 453	Psychology of Aging

### *Elective Courses for Certificate*

#### *Choose one of the following:* *3 credits*

CHA 456	Programs and Resources in Aging
HA 486	Long Term Health Care Administration
RS 145	Theology of Death and Dying
CHS 449	Death and Dying

### *Required Gerontological Field/Clinical Experience*

CHA 459	Practicum in Gerontology	<i>3 credits</i>
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### *Total Required for Certificate* *12 credits*

*(A minimum of 12 credits toward this certificate must be taken at St. Joseph's College. Approval is necessary before registering for the practicum. A cumulative index of 2.0 with a grade of B or better in the practicums is required for the certificate.)*

***Certificate in Health Care Management***

A focused course of study aimed at improving management in the health care area, this 15 credit certificate will provide practitioners with general management principles and will promote financial effectiveness, increased productivity, strategic planning, and quality improvement.

Courses taken for the Health Care Management Certificate may be applied toward the B.S. degrees in Health Administration, Community Health and Human Services, or in General Studies.

*Required Courses for Certificate* *15 credits*

HA 481	Health Care Management
CHA 430	Health Care Delivery System
CHA 435	Continuous Quality Improvement
CHA 489	Comprehensive Health Planning
CHA 496	Health Care Finance and Economics

*(A minimum of 12 credits toward this certificate must be taken at St. Joseph's College; a cumulative index of 2.0 is required for the certificate.)*

**Certificate in Health Instruction**

This 12 credit certificate is designed to provide health practitioners with the skills and knowledge necessary to plan, implement, and evaluate health education programs for health consumers in the hospital and in the community.

Courses taken for the Certificate in Health Instruction may be applied toward the B.S. in Community Health and Human Services, Health Administration, or General Studies.

(Note: This certificate program should not be confused with teacher certification by the New York State Education Department.)

*Required Courses for Certificate*

*12 credits*

SPC 102	Speech Communication
CHS 420	Health Education
CHS 434	Family Health
CHS 467	Practicum in Health Instruction

*(A minimum of 12 credits toward this certificate must be taken at St. Joseph's College. Approval is necessary before registering for the practicum. A cumulative index of 2.0 with a grade of B or better in the practicum is required for the certificate.)*

## ***Certificate in Home Care Administration***

This 18 credit certificate is designed to enable health and human services practitioners to direct their institutionally based skills into the rapidly expanding area of home care administration. Drawing heavily on the College's registered B.S. degree in Community Health and Human Services and B.S. degree in Health Administration, this program will respond directly to the acute need for trained administrative personnel in the most rapidly growing area of health care today—home care.

Courses taken for the Certificate in Home Care Administration may be applied toward the B.S. in Community Health and Human Services, Health Administration, or General Studies.

### ***Required Courses for Certificate***

***18 credits***

CHA 430	Health Care Delivery System
CHA 437	Home Care Administration
CHA 456	Programs and Resources in Aging
HA 481	Health Care Management
CHA 484	Legal Aspects of Health Care
CHA 496	Health Care Finance and Economics

*(A minimum of 15 credits toward this certificate must be taken at St. Joseph's College; a cumulative index of 2.0 is required for the certificate.)*

## ***Certificate in Hospice***

This 15 credit certificate is designed to provide a focused course of study for health and human services practitioners who intend to pursue a career path or perform volunteer duties in a hospice environment. The courses of this certificate will present students with the skills and knowledge necessary to provide hospice services relevant to their professional concentration in both inpatient and home care hospice settings. There are two components to this certificate program. The first is composed of three required courses and one elective course intended to provide essential knowledge and skills in the areas of death and dying, hospice fundamentals, and crisis intervention. By selecting an appropriate elective, students will be able to direct their learning to best suit their personal and professional goals. The second component of the certificate provides students with the opportunity to apply this knowledge through actual field experience in hospice.

Courses taken for the Certificate in Hospice may be applied toward the B.S. in Community Health and Human Services, Health Administration, or General Studies.

### ***Required Courses for Certificate*** ***12 credits***

CHA 438	Hospice Concepts
CHS 443	Mental Health and Crisis Intervention
CHS 449	Death and Dying
CHA 439	Practicum in the Hospice Field

### ***Elective Courses for Certificate*** ***3 credits***

Choose one of the following:

CHS 409	Psychological Factors in Health and Disease
CHS 434	Family Health
CHA 437	Home Care Administration

### ***Total Required for Certificate*** ***15 credits***

*(A minimum of 12 credits toward this certificate must be taken at St. Joseph's College; a cumulative index of 2.0 with a grade of B or better in the practicum is required for the certificate.)*

**Certificate in Human Resources**

This 15 credit Certificate in Human Resources has as its purpose the successful management of human resources in support of organizational effectiveness. It is designed to provide specialized study of such personnel management activities as work analysis, staffing, training and development, employee appraisal, compensation, enhancement of work environment, and personnel law and labor relations.

Courses taken for the Human Resources Certificate may be applied toward the B.S. in Organizational Management, Business Administration (available through the School of Arts and Sciences), General Studies, or Health Administration.

<i>Required Courses for Certificate</i>		<i>15 credits</i>
BUS 100	Process of Management	
or		
HA 481	Health Care Management	
BUS/HA 130	Organizational Behavior	
BUS/HA 230	Human Resources Management	
BUS/HA 235	Human Resources Law	
BUS/HA 370	Advanced Human Resources Management	

*(A minimum of 12 credits toward this certificate must be taken at St. Joseph's College; a cumulative index of 2.0 is required for the certificate. Students may earn either the Certificate in Human Resources or the Certificate in Management, but not both.)*

## ***Certificate in Information Technology Applications***

This certificate is designed to educate students in the practical application of computer technology to professional contexts. The curriculum is directed at the practitioner rather than the theorist. Emphasis is on the production of computer-based information gathering, manipulation, and presentation skills. Students will apply current information technology software packages to analyze problems and design solutions.

See also: Minor

Courses for the Certificate in Information Technology Applications may be applied toward the B.S. in Organizational Management, Business Administration (available through the School of Arts and Sciences), General Studies, Health Administration, or the 27 credit Certificate in Management.

### ***Required Courses for Certificate***

***12 credits***

#### ***Business Track***

COM 140	Microcomputer Applications I
COM 141	Microcomputer Applications II
COM 205	Multimedia Applications
COM 288	Business Systems and Design

#### ***Programming Track***

COM 140	Microcomputer Applications I
COM 141	Microcomputer Applications II
COM 150	Introduction to Computer Programming (Visual Basic)
COM 152	Computer Programming (Java)

#### ***Design Track***

Select four of the following:

COM 140	Microcomputer Applications I
COM 141	Microcomputer Applications II
COM 205	Multimedia Applications
ART 265	Introduction to Graphic Design
ART 267	Design Workshop

### ***Total Required for Certificate***

***12 credits***

*(A minimum of 12 credits toward this certificate must be taken at St. Joseph's College—exceptions would require departmental approval; a cumulative index of 2.0 is required for the certificate.)*

*See also: Major and Minor in Computer Information Systems*



## ***Certificate in Leadership and Supervision***

With the option of a business or health emphasis, this 12 credit certificate is designed to improve supervisory and managerial effectiveness. Through selected courses and a case-study orientation, the participants will learn to apply prominent theories and practices in employee management and development to commonly encountered problems and situations.

Courses taken for the Certificate in Leadership and Supervision may be applied toward the B.S. in Organizational Management, Community Health and Human Services, Health Administration, General Studies, Business Administration (available through the School of Arts and Sciences), the 15 credit Certificate in Human Resources, or the 27 credit Certificate in Management.

### *Required Courses for Certificate* *9 credits*

BUS 100	Process of Management
or	
HA 481	Health Care Management

BUS/HA 130	Organizational Behavior
BUS/HA 230	Human Resources Management

### *Elective Courses for Certificate - select one course* *3 credits*

GS 401	Problem Solving for Professionals
BUS 221	Labor Economics
BUS 232	Labor Relations
BUS/HA 235	Human Resources Law
PSY 280	Industrial Psychology

### *Total Required for Certificate* *12 credits*

*(A minimum of 12 credits toward this certificate must be taken at St. Joseph's College; a cumulative index of 2.0 is required for the certificate.)*

## ***Certificate in Management***

This 27 credit certificate has been designed to educate adults for the management of organizations in the business, non-profit, or public sector; the latter includes the operations of the Federal, state, and local government.

Courses taken for the Management Certificate may be applied toward the B.S. in Organizational Management, General Studies, Business Administration (available through the School of Arts and Sciences), or Health Administration.

### *Required Courses for the Certificate*

*18 credits*

BUS 100 or HA 481	Process of Management  Health Care Management
ACC/HA 200	Fundamentals of Financial Accounting
BUS/HA 130	Organizational Behavior
BUS/HA 230	Human Resources Management
ENG 103	Writing for Effective Communication (or ENG 102 Basic Writing Skills, ENG 109 Analytical Writing, or ENG 110 Communication for Professionals)
COM 140	Microcomputer Applications I

### *Elective Courses for Certificate*

*9 credits*

Nine credits to be taken from Business Administration courses or from the following: GS 401, GS 402, GS/CHA 423, GS/CHA 424, MAT 151, MAT 200, MAT 201, PHI 160, PHI 268, COM 288.

### *Total required for Certificate*

*27 credits*

*(A minimum of 21 credits toward this certificate must be taken at St. Joseph's College; a cumulative index of 2.0 is required for the certificate. Students may earn either the Certificate in Management or the Certificate in Human Resources, but not both.)*

## ***Certificate in Marketing, Advertising, and Public Relations***

This 12 credit certificate has been developed to provide essential knowledge and skills in the interrelated areas of marketing, advertising, and public relations. There are two components to the certificate program. The first is composed of three required courses, and the second is an elective course which enables students to direct their learning in support of their professional objectives.

Courses taken for the Certificate in Marketing, Advertising, and Public Relations may be applied toward the B.S. in Organizational Management or General Studies.

### *Required Courses for the Certificate*

*9 credits*

BUS 200	Marketing
BUS 204	Marketing Promotion and Advertising
BUS 208	Public Relations

### *Elective Courses for Certificate*

*3 credits*

Choose one of the following:

BUS 206	Marketing Research
BUS 210	Consumer Motivation and Behavior
ART 265	Introduction to Graphic Design
ART 267	Design Workshop

### *Total Required for Certificate*

*12 credits*

*(A minimum of 9 credits toward this certificate must be taken at St. Joseph's College; a cumulative index of 2.0 is required for the certificate.)*

***Certificate in Medical Office Management***

This 18 credit certificate is designed for students seeking employment in hospitals, medical and dental offices, billing and insurance companies of any size, and students who want to enhance their ability to be competitive in the health care market by adding value to their St. Joseph’s College B.S. in Health Administration.

Courses taken for the Certificate in Medical Office Management may be applied toward the B.S. in Community Health and Human Services, Health Administration, or General Studies. Organizational Management students may apply this course work to the non-elective portion of their program.

*Required Courses for the Certificate* *18 credits*

CHA 484	Legal Aspects of Health Care
CHA 496	Health Care Finance and Economics
HA 481	Health Care Management
HA 492	Billing and Coding
HA 493	Computer Applications in Health Administration
HA 494	Medical Terminology

*(A minimum of 12 credits toward this certificate must be taken at St. Joseph’s College; a cumulative index of 2.0 is required for the certificate.)*

***Certificate in Training and Staff Development***  
***(Formerly Certificate in Health Staff Development)***

This 12 credit certificate is designed to prepare practitioners to plan, implement, and evaluate education and training programs in a variety of institutional settings.

Courses taken for the Certificate in Training and Staff Development may be applied toward the B.S. in Community Health and Human Services, Health Administration, General Studies, or Organizational Management.

*Required Courses for Certificate*

*12 credits*

SPC 102	Speech Communication
CHA/GS 423	Principles of Training and Staff Development
CHA/GS 424	Training and Development Techniques
CHA/GS 468	Practicum in Training and Staff Development

*(A minimum of 12 credits toward this certificate must be taken at St. Joseph's College. Approval is necessary before registering for the practicum. A cumulative index of 2.0 with a grade of B or better in the practicum is required for the certificate.)*

### ***Minor in Accounting***

This minor is designed to assist students in seeking employment in accounting-related positions in the private and public service sectors. Students should understand that this minor will not meet the academic requirements to sit for the CPA Examination.

The Minor in Accounting includes the following six courses, or their equivalent (18 credits)

ACC 200	Fundamentals of Financial Accounting
or	
ACC 110	Principles of Accounting
ACC 211	Financial Accounting
ACC 212	Intermediate Accounting I
ACC 213	Intermediate Accounting II
ACC 215	Principles of Federal Taxation
ACC 241	Cost Accounting

*(A cumulative index of 2.0 is required for the minor.)*

A minimum of nine credits of accounting coursework must be taken at St. Joseph's College in order to receive the minor. For students transferring in with equivalent coursework, Accounting courses other than the six courses indicated above may be applied to satisfy the nine credit minimum.

If students take ACC 110 (or the equivalent elsewhere), they can take ACC 211, but not ACC 200. If students take ACC 200 (or the equivalent elsewhere), they can take ACC 211.

### ***Minor in Computer Information Systems***

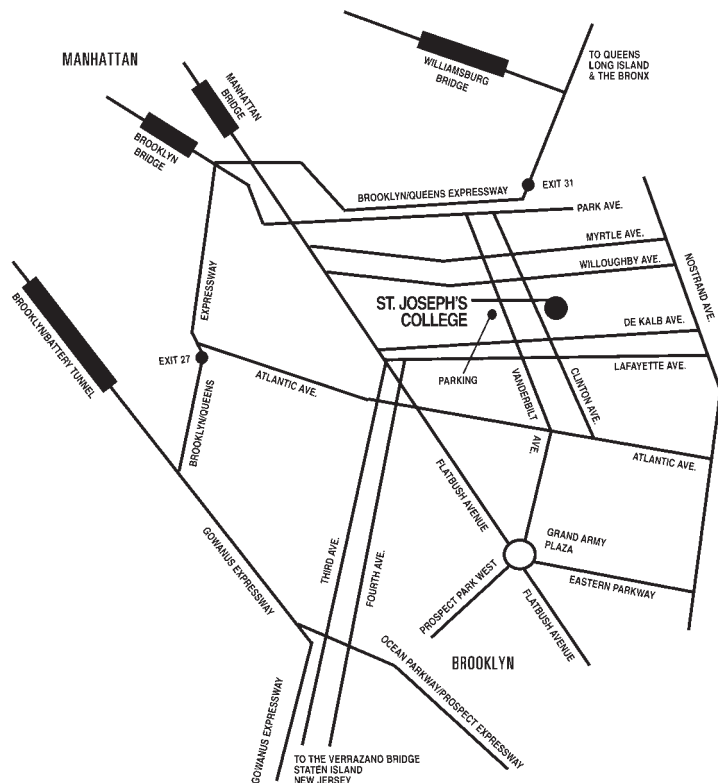
The Minor in Computer Information Systems includes but is not limited to the six courses below (18 credits)

COM 141	Microcomputer Applications II
COM 150	Introduction to Computer Programming
COM 152	Computer Programming
COM 200	Computer Science: An Overview
COM 288	Business Systems and Design
COM 380	Database Systems

*(A cumulative index of 2.0 is required for the minor)*

Other COM courses may be substituted with departmental approval. Credits for COM 140 Microcomputer Applications I may not be applied to the minor. MAT 203 Mathematical Foundations of Computer Science (4 credits) may also be taken as an elective.

## Area Map of Clinton Hill and Downtown Brooklyn



### DIRECTIONS TO ST. JOSEPH'S COLLEGE

St. Joseph's College is located in the Clinton Hill section of Brooklyn.

#### CAR

From **Queens** take the Brooklyn Queens Expressway to Exit 31, Wythe-Kent (exit on right). Take Park Avenue under the BQE to Clinton Avenue. Make a left onto Clinton and continue south crossing Willoughby Avenue. From **Brooklyn** take the Brooklyn Queens Expressway to Exit 27, Atlantic Avenue. Continue east on Atlantic to Vanderbilt Avenue. Make a left onto Vanderbilt Avenue and continue north crossing De Kalb Avenue. Make a right onto Willoughby Avenue and a right onto Clinton Avenue.

#### BUS

DeKalb Ave. Bus (B38) to Vanderbilt Ave.  
Crosstown Bus (B61) to Vanderbilt Ave.  
Myrtle Ave. Bus (B54) to Clinton Ave.  
Flushing Ave. Bus (B57, B62) to Vanderbilt Ave.  
Vanderbilt Ave. Bus (B69) to DeKalb Ave.  
Nostrand Ave. Bus (B44) to DeKalb Ave.

Transfer to B38.

Flatbush Ave. Bus (B41) to Vanderbilt Ave.  
Transfer to B69.

#### SUBWAY

G to Clinton-Washington Station  
A to Hoyt-Schermerhorn. Transfer to G.  
M, N, Q, R to DeKalb Station.

Take B38 Bus to Vanderbilt Ave.  
E, F to Queens Plaza. Transfer to G.

For more detailed travel information, call (718) 399-0068.

# REGISTERS

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## FACULTY DATA

To meet the specialized professional needs of many of its students, the College has created a special category of faculty called preceptors. Most of the preceptors maintain their regular professional affiliations, thereby providing students with the full benefit of their expertise. There are 17 preceptors in Community Health and Human Services, 14 preceptors in Health Administration, 23 preceptors in General Studies, 16 preceptors in Business Management, and 11 preceptors in Mathematics/Computer Science.

In addition to full-time faculty and preceptors, the following numbers of lecturers (part-time, adjunct faculty) taught in the School of Adult and Professional Education: Community Health and Human Services 16, Health Administration 12, General Studies 20, Business Management 21, Mathematics/Computer Science 6.

## STUDENT RETENTION AND GRADUATION

Most of the students in the School of Adult and Professional Education (Brooklyn and Suffolk Campuses) are part-time students. Of the 216 matriculated students entering in the Fall of 1998, 68% returned in September 1999. Of the Fall 1998 group, 38% graduated by June 2002, 5% in June 2003, and 2% in June 2004, bringing the total percentage of students that graduated by June 2004 to 45%. Five percent of the initial cohort are still matriculated for the baccalaureate degree.

## ALUMNI ASSOCIATION

The College is committed to the belief that its responsibility to its graduates never ends. For this reason, it supports Alumni religious, cultural, and social activities wholeheartedly and offers to the Association the use of its facilities and the benefit of its assistance. There is an Alumni Office on both the Brooklyn Campus and Suffolk Campus.

The Alumni Association of St. Joseph's College is organized to promote the interest of the College by continuing the close relationship between the College and its former students that was developed during their undergraduate days. Its membership includes all those upon whom the College has conferred a degree and those who have matriculated and indicated a desire to remain associated with the College.

It is governed by an Executive Board composed of alumni, who work in conjunction with the Director of Alumni Relations. The Alumni Association provides a scholarship aid program for relatives of alumni at the discretion of the Alumni Scholarship Fund Committee. Alumni receive the *St. Joseph's College Magazine*, which is published three times a year.

# INSTRUCTIONAL PROGRAMS

Enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for certain student aid awards. The following programs have been registered by the New York State Education Department for St. Joseph's College Main Campus in Brooklyn.

Program Title	HEGIS Code	Degree Awarded	Certificate/License Title	Type
Biology	0401	BA	Academic Major Biology 7-12	Initial
Biology	0401	BS	Academic Major Biology 7-12	Initial
Public Accountancy	0502	BS	CPA-150	Lic Qual
†Business Administration, Accounting	0502	BS		
Business Administration	0506	BS		
*Organizational Management	0506	BS		
#Organizational Management	0506	BS		
†Computer Information Systems	0702	BS		
Child Study	0808	BA	E Chldhd Birth-2 Childhood 1-6 Sp Ed Birth-2 Sp Ed 1-6	Initial Initial Initial Initial
French	1102	BA	Academic Major	
Spanish	1105	BA	Academic Major Spanish 7-12	Initial
*Health Administration	1202	BS		
*Nursing	1203.10	BS		
*Community Health and Human Services	1299	BS		
Child Study	1305	BA		
English	1501	BA	Academic Major English 7-12	Initial
Speech	1506	BA		
Mathematics	1701	BA	Academic Major Mathematics 7-12	Initial
Mathematics	1701	BS	Academic Major Mathematics 7-12	Initial
Chemistry	1905	BA	Academic Major Chemistry 7-12	Initial
Chemistry	1905	BS	Academic Major Chemistry 7-12	Initial
Psychology	2001	BA		

\*Administered through the School of Adult and Professional Education

†Available in both the School of Arts and Science and the School of Adult and Professional Education

#Available in distance education format through the School of Adult and Professional Education

# INSTRUCTIONAL PROGRAMS

Program Title	HEGIS Code	Degree Awarded	Certificate/License Title	Type
Recreation	2103	BS	Academic Major Social Stud 7-12	Initial
Social Sciences	2201	BA		
Human Relations	2201	BA		
History	2205	BA		
*General Studies	4901	BS		
*Management	0506	MS		
*Executive Master of Business Administration	0506	MBA		
Literacy/Cognition (Birth–Grade 6)	0830	MA		Init/PRF
*Adult Health	1203.10	MS		
*Nursing Education	1203.10	MS		
*Human Resources Management	0515	Adv CERT		
*Health Care Management	1202	Adv CERT		
†Marketing, Advertising & Public Relations	5004	CERT		
†Management	5004	CERT		
†Leadership & Supervision	5004	CERT		
*Human Resources	5004	CERT		
*Training & Staff Development	5099	CERT		
†Information Technology Applications	5104	CERT		
*Health Instruction	5201	CERT		
*Medical Office Management	5214	CERT		
*Health Care Management	5299	CERT		
*Hospice	5299	CERT		
*Care Management	5299	CERT		
*Home Care Administration	5299	CERT		
†Criminology/ Criminal Justice	5505	CERT		
*Counseling	5506	CERT		
Applied Sociology	5506	CERT		
*Alcoholism & Addictions Counseling	5506	CERT		
†Gerontology	5506.20	CERT		
Religious Studies	5603	CERT		

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